

Credit Guarantee and Investment Facility (CGIF), a trust fund of the Asian Development Bank (ADB), was established by the governments of 10 ASEAN countries and China, Japan and Korea (ASEAN+3), and by the ADB, as a key component of the Asian Bond Markets Initiative (ABMI) of the ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and resilience of the financial markets, and to prevent disruptions to the international financial order by developing deep and liquid local currency and regional bond markets. The main function of CGIF is to provide credit enhancement to promote more issuances of local currency corporate bonds in ASEAN+3 countries.

TERMS OF REFERENCE

Treasury and Research Contractor (TRC)

JOB PURPOSE

The Treasury and Research Contractor (TRC) is a locally or internationally recruited contractor engaged to provide services on a full-time basis. The TRC is responsible for undertaking a range of treasury and research-related functions and is expected to work primarily on a remote basis with requirement to report onsite when necessary. The salary and benefits package shall be subject to negotiation based on qualification and experience.

EXPECTED OUTCOMES

The TRC will report directly to the Chief Financial Officer (CFO) and will have, among others, the following responsibilities:

- Manage CGIF's fixed income portfolio in compliance with CGIF's treasury risk management Guidelines.
- Execute FX transactions and prepare supporting documents if required.
- Manages CGIF's bank accounts and open or close accounts if required.
- Prepare monthly investment performance report including risk monitoring results.
- Prepare quarterly management reports and liquidity reports.
- Prepare monthly ASEAN+3 market development reports.
- Provide treasury and investment related data upon rating agencies' requests.
- Develop the corporate bond market research of ASEAN+3 region and write the research papers.
- Support other research works required by CGIF.
- Coordinate with external consultants and other departments to proceed with sustainability reporting of CGIF.
- Provide quantitative analysis for investment and treasury strategies.
- Support payments to vendors and staffs, including payroll.
- Perform other relevant duties that may be assigned based on business needs.

QUALIFICATIONS

Education Requirements

A university degree in economics, finance or related fields; preferably at post-graduate level or its equivalent.

Relevant Experience and Skills

- Suitability to undertake the responsibilities mentioned above at the required level;
- Preferably with 5 years fixed income security related work experience in a financial market;
- Good knowledge of fixed income market and risk parameters with strong analytical skills;
- Experience in Bloomberg terminal for data finding and downloading;
- Proficient with office suite software, MS Excel, Word, and PowerPoint;
- Preferably programming skills;
- Good oral and written communication skills in English;
- Good interpersonal skills.

CORE COMPETENCIES

Achieving Results and Problem Solving

- Understands and delivers set work plan according to agreed timeline
- Notifies supervisor when a setback occurs in completing routine tasks
- Seeks supervisor's guidance to properly identify and solve problems

Personal Effectiveness

- Manages own tasks and personal time well
- Prompt and reliable in completing tasks at hand; requires direct supervision
- Has a positive attitude towards change in work environment
- Acknowledges mistakes and seeks guidance to learn from them
- Follow established procedures with occasional need for reminders about ethical and professional behavior

Collaboration and Teamwork

- Collaborates with the department; is friendly and cooperative
- Offers assistance to others, when asked, to achieve departmental objectives
- Treats everyone with courtesy and respect

TECHNICAL COMPETENCIES

- Has sound knowledge and experience in bond and capital markets
- Has technical abilities in providing general treasury and research support
- Has background on accounting or general disbursements process

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present and expected salary, a recent photograph, a contact telephone number and an email address to Head of BPPMS at Careers@cgif-abmi.org with the subject of the email listed as "Application for Treasury and Research Contractor" no later than 24 July 2026.

Only shortlisted candidates will receive notification on the next stage of evaluation.