

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

Administrative Assistant (AA)

OVERVIEW

The Administrative Assistant (AA) is a locally recruited staff position who will be responsible in providing comprehensive administrative, operational, reporting, and coordination support to the Deal Operations Department (DOD). The position supports the efficient delivery of departmental operations through administrative services, reporting assistance, data management, and coordination with internal and external stakeholders. The selected candidate will be offered locally competitive salary and benefits package.

EXPECTED OUTCOMES

The AA, locally recruited, will report directly to the Senior Administrative Assistant or any other person assigned by the VPO, and will be required to perform a full range of administrative duties for the assigned supervisors, including preparing reports and correspondences, business travel requirements, and other appropriate functions as needed, and coordinating CGIF activities.

Responsibilities will include:

- Manage schedules, meetings and travel requirements, online calls, and correspondences required by the supervisors and team members
- Assist in the preparation, consolidation, validation, and formatting of DOD reports, management reports, Board and Committee papers, office memoranda, presentations, background materials, and other related documents as requested by the VPO, supervisors, and other departments.
- Assist in gathering, consolidating, validating, and maintaining operational and reporting data, including support for Power BI dashboard validation and the Guarantee Portfolio, to ensure consistency and accuracy of information.
- Assist in coordinating information and supporting periodic internal and external reporting requirements, including reports requested by Management, the Board, committees, and external stakeholders.
- Prepare mission-related requests, authorizations, and reimbursements of business travel for staff in accordance with CGIF's travel policy.
- Coordinate administrative procurement requirements, assigned subscriptions, payment processing, and related documentation in accordance with CGIF policies and procedures. Ensure that all correspondence and documents are correctly typed, prepared, and submitted on time in compliance with CGIF standards.
- Ensure that all incoming mail is properly distributed and brought to the attention of the concerned staff and that outgoing correspondence/mail is dispatched on time.

- Provide efficient reception services by screening incoming telephone calls, taking accurate messages, and dealing with queries from internal/external callers, to ensure they are communicated in a timely manner to the concerned staff.
- Maintain accurate electronic and physical records, departmental trackers, contacts, and document repositories to ensure efficient retrieval, proper record management, and compliance with CGIF standards. Close coordination with other CGIF EAs/AAs and departmental teams.
- Any other relevant duties that may be assigned based on business needs.

QUALIFICATIONS

Education Requirements

- A university degree in Finance, Economics, Investment, Accounting, or its equivalent.

Relevant Experience and Skills

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum 2 years of experience working in a financial institution or Rating agency.
- Ability to analyze, validate, and present financial, operational, and numerical data for reports and management information. Minimum 3 years of work-related experience supporting operations department in a financial institution or rating agency as well as higher level executives.
- Proficiency in MS Office applications (particularly Excel and PowerPoint), Power BI, and other office productivity tools. Ability to collaborate with individuals from diverse cultural/national backgrounds, good interpersonal and communication skills.
- Ability to manage priorities and workload within the general schedule of work, instructions, and standardized practices.
- Ability to work with minimum supervision and maintain composure under pressure.
- Experience in analyzing financial and numerical data will be an added advantage.
- Excellent command of written and spoken English.

CORE COMPETENCIES

Achieving Results and Problem-Solving

- Uses organizational skills to deliver set work plan according to timeline and sometimes exceed expected quality of outputs.
- Promptly notifies supervisor when a setback occurs in completing moderately complex tasks to minimize delays.
- Follows defined procedure, process and tools to identify and solve problems.

Personal Effectiveness

- Manages personal time well and is able to prioritize what is immediately required.
- Prompt, reliable and keen on details in completing tasks at hand; requires minimal supervision.
- Has a positive attitude towards change and remains focused on tasks.
- Accepts responsibility for outcomes and seeks to rectify issues.

- Consistently follow ethical standards and maintain a professional appearance, handling routine ethical issues independently.

Collaboration and Teamwork

- Finds areas of agreements when working with conflicting individuals or groups.
- Shares information, solicit ideas and suggestions from others to accomplish mutual goals.
- Consistently show respect in interactions, communicate clearly, and actively support an inclusive environment.

TECHNICAL COMPETENCIES**Administrative Management**

- Has the ability to provide basic general administrative support and services.
- Has general knowledge on the usage of office soft wares and equipment needed for reports.
- Has the ability to take on the role of an effective source person in general admin processes.

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present, and expected salary, a recent photograph, contact telephone number, and an email addressed to the Corporate Planner and Head of BPPMS at Careers@cgif-abmi.org with the subject of the email listed as “Application for Administrative Assistant (AA)” on or before 30 September 2026.

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