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
Investment Officer

JOB PURPOSE

The Investment Officer (IO) is a locally recruited national staff position that will support guarantee operations of CGIF. The selected candidate will be offered a locally competitive salary and benefits package.

EXPECTED OUTCOMES

The IO will report directly to a Unit Head and will have the following main responsibilities.

- Perform ongoing credit analysis, financial analysis, industry and business research, and portfolio monitoring of CGIF's existing clients and guaranteed transactions and prepare credit review reports and other monitoring materials under the supervision of the lead specialist or Unit Head.
- Identify and assess material changes in clients' business and financial condition, including financial performance, liquidity, debt-servicing capacity, and covenant compliance, and evaluate their impact on CGIF's credit exposure； support the development and implementation of appropriate risk mitigation, remedial, restructuring, waiver, or other risk management measures as required.
- Prepare presentations, memoranda, reports, and other analytical materials for management and relevant committees.
- Assist Senior Investment Specialist / Investment Specialist with their responsibilities.

QUALIFICATION

Education Requirements:

A university degree in business, economics, finance or related fields from a top university.

Relevant Experience and Skills:

- Preferably at least 7 years of relevant professional experience in banking or finance sector, performing credit analysis or investment research and/or due diligence covering business and financial profiles of corporations.
- Ability to comprehend and analyze financial statements and have good understanding of accounting principles.
- Ability to conduct company, industry, and market research and translate findings into meaningful implications for credit assessment and portfolio monitoring.
- Professional experience in private sector infrastructure and project finance, including hands-on experience in due diligence, financial modeling, credit risk assessment, mitigating credit and other risks, negotiating term sheets and finance documentation and related project finance activities will have an added advantage.
- Excellent oral and written communication skills and ability to interact, at a senior level in English.
- Able to work under tight deadlines and to travel frequently.
- Working proficiency in MS Word, Excel and Power Point.
- Candidates who successfully completed CFA Level 1 will have an added advantage.
- Strong analytical and creative problem-solving skills, including financial due diligence and credit assessment skills or industry experience would be an added advantage.

TECHNICAL COMPETENCIES

- Has appropriate knowledge and diverse experience evaluation and/or guarantee operations management to operate the IRR evaluation and assess credits
- Has ability to perform basic research to support the evaluation of the guarantee opportunities
- Has ability to contribute written and analytical sections to the GCP or GUP with guidance from more senior members of the team

CORE COMPETENCIES

Achieving Results and Problem Solving

- Plans and delivers own work plan according to set timeline to support desired outcomes of one's department
- Appropriately derives and organizes the essence of the problem or risks to draw solid conclusions
- Considers multiple sides of an issue and weighs consequences before proposing practical measures to address the problem

Personal Effectiveness

- Manages own work plan and is able to prioritize and meet deadline
- Displays willingness to learn from others regardless of own skills and abilities

- Understands and accepts the need to change the way things are done to improve services on continuous basis
- Acknowledges mistakes and actively seeks mentorship or guidance to correct them.
- Adhere to work ethic and professional behaviour with occasional guidance and seek support for ethical decisions.

Collaboration and Teamwork

- Cooperative and collaborates with the department to work towards departmental goals
- Willingly provides assistance and support others to achieve team/departmental objectives
- Show respect in interactions and communicate effectively with guidance and seek support to enhance inclusivity.

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 Investment Officer” no later than **15 September 2026.**

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