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
Communications Analyst

JOB PURPOSE

The Communications Analyst (CA) is a locally recruited staff position that will support CGIF's communications and market outreach initiatives. The selected candidate will be offered a locally competitive salary and benefits package.

EXPECTED OUTCOMES

The CA will report directly and assist the Unit Head in CGIF's efforts to deliver high-quality communication and outreach initiatives targeted to bondholders and regulators and market development, including developing and implementing its related strategy, work plan, and programs.

The responsibility of the CA consists of assisting the Unit Head in the following, among others:

- Crafting and implementing strategic communication plans to align CGIF's messaging with its goals, ensuring consistency and impact across all platforms and stakeholder engagements
- Developing press releases, newsletters, presentations, and reports tailored to various audiences, ensuring professional, clear, and impactful messaging
- Monitoring and analyzing the effectiveness of communication and outreach initiatives using metrics and feedback, providing recommendations to enhance impact and reach
- Oversee CGIF's website and social media channels, creating and updating engaging, high-quality content to maximize visibility, engagement, and market awareness.
- Supporting relationships with CGIF market development partners and media outlets
- Organizing market events, panels, conferences to raise awareness and outreach.
- Perform any other relevant duties that the supervisor may assign on a case-to-case basis.

QUALIFICATION

Education Requirements:

A university degree in communications, journalism, international relations, economics, finance or related fields from a top university.

Relevant Experience and Skills:

- Minimum of 7 years' experience in public affairs, communications, market development or investor relations with a good understanding of financial markets.
- Experience preparing and implementing strategic communications plans or market development in an international organization.
- Good knowledge of digital technologies and practices, and a good experience in applying them to advance an organization's communications objectives.
- Good understanding of current publishing, media, social media, and digital content environment and promotion strategies
- Good design, graphics layout and presentation skills
- Good analytical capabilities
- Strong organizational skills, including ability to prioritize and ensure timely completion of tasks
- Must have excellent writing and verbal communication skills
- Good interpersonal and collaborations skills
- Has a developing knowledge of financial markets in the ASEAN+3 region.

TECHNICAL COMPETENCIES

- Demonstrates consistent written and verbal communication skills for drafting structured and clear messages for stakeholders.
- Manages databases and media platforms independently, including performing updates and generating basic reports.
- Creates visually engaging infographics and presentations that align with brand guidelines and enhance clarity.
- Identifies potential issues in projects or events, proposes practical solutions, and requires minimal supervision.

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.

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.

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 Communications Analyst**" no later than **27 November 2026**.

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