![CGIF Credit Guarantee & Investment Facility - An Asian Bond Markets Initiative](logo)

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
Data Processing Analyst / Assistant

OVERVIEW

The Data Processing Analyst/Assistant (DPA) is a local contractual position, that will report directly to the Chief Credit-risk Officer (CCO) of CGIF, or any other professional staff designated by the CCO. The DPA will assist in data inputting, updating, and processing for CGIF's Data Warehouse System ("System"). The selected candidate will be offered a one-year contract (with the possibility of conversion into a full-term contract based on the incumbent's performance at the sole decision of CGIF) at a locally competitive salary package.

JOB DESCRIPTION

Responsibilities of the DPA consist of the following, among others.
- Accurately and efficiently input, update, and process data for the System.
- Review and verify the accuracy and completeness of data entered.
- Follow guidelines for data entry and administration.
- Liaise with other staff to ensure data quality and availability.
- Monitor and report the status of System tasks and approval requests.
- Report System issues and suggest enhancements to the System and related processes.
- Assist in User Acceptance Testing of System fixes and enhancements.
- Assist in audit and report generation, as required.
- Perform any other relevant duties that the supervisor may assign on a case-to-case basis.

QUALIFICATIONS

Education Requirements

A university degree, preferably in computer science, information technology, statistics, mathematics, or any relevant field.

Relevant Experience and Skills
- At least 1 year experience working on data entry, processing, or administration.
- Working knowledge on word processing tools and spreadsheets (e.g., MS Word, MS Excel).
- Strong interpersonal and comprehension skills. Able to follow written and verbal instructions, and comfortable asking questions if unsure.
- Experience in loan or credit operations, particularly in corporate or wholesale banking, would help.

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 the 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.

TECHNICAL COMPETENCIES
- Has the ability to input and update data with speed and accuracy.
- Has a basic understanding of databases.
- Has the ability to extract data from credit documents and/or reports.
- Has the capacity to implement CGIF policies, processes, and guidelines relating to the System.

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 Head of BPPMSD at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Data Processing Analyst/Assistant (DPA)" on or before **12 July 2023.**

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