

**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**

### **Credit Administration Analyst**

#### **OVERVIEW**

The Credit Administration Analyst (CAA) is a local staff that reports directly to the Chief Credit-risk Officer (CCO) or to a Credit Risk Group (CRG) staff designated by the CCO. The CAA assists in the risk management (second line-of-defense) responsibilities, particularly credit administration and monitoring, of the Risk Management Department (RMD).

#### **JOB DESCRIPTION**

The CAA assists CGIF's Credit Administration Officer (CAO) in performing the following.

- Monitoring / verifying compliance of bond issuers / obligors with the terms and conditions of agreements entered with CGIF.
- Drafting and submitting monthly reports that summarize the covenant breaches of issuers of outstanding guaranteed bonds.
- Monitoring the compliance of CGIF's business units with CGIF's Risk Management Framework guidelines / policies relating to the electronic filing of documents and reporting to CGIF's Guarantee and Investment Committee (GIC) observed non-compliance to guidelines.
- Verifying Deal Operations Department (first line-of-defense) assessment of complete, accurate, satisfactory, and timely compliance by bond issuers / obligors with terms and conditions of agreements entered with CGIF such as (i) submission of financial statements and compliance certificates, (ii) financial covenants, (iii) value of pledged / mortgaged assets.
- Reporting to the CCO promptly observed significant exceptions, deviations, or breach of compliance covenants.
- Notifying concerned CGIF business units of observed breaches or deficiencies or concerns relating to credit / legal documents that need to be attended to.
- Recommending improvements to CGIF's credit administration and monitoring processes / procedures as necessary.
- Custodianship over credit files.
- Attending to other assigned duties or tasks.

#### **QUALIFICATIONS**

##### **Education Requirements**

A university degree in accounting, finance, business, economics, or related fields. Completion of courses on legal contracts would help. Other degrees may be considered provided that the applicant has sufficient exposure to credit administration / monitoring functions in his / her previous work.

**Relevant Experience, Skills, and Aptitudes**

- At least 3 years of relevant professional experience in the finance sector, including hands-on experience in credit administration and monitoring, or documentation, or audit or compliance functions
- Strong organizational and time management skills (prioritization of tasks and/or multi-tasking, etc.)
- Record management (retention, filing and retrieval)
- Self-motivated to perform job functions with a high level of attention to detail
- Ability to work under pressure and independently
- Strong interpersonal skills / teamsmanship
- Flexibility of thought process and willingness to change
- Proficiency in the use of Word, Excel, and Power Point
- Excellent command of written and spoken English
- Experience in auditing or in conducting periodic credit reviews of large corporate debt obligations will be preferred.

**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 tasks well and is able to prioritize and submit outputs ahead of the set deadline
- Displays flexibility and willingness to step out of comfort zone and learn from others
- Takes changes in situation as an opportunity to improve and develop work

**Collaboration and Teamwork**

- Cooperative and collaborates with the department to work towards departmental goals
- Willingly assists and support others to achieve team/departmental objectives
- Treats everyone with courtesy and respect; is approachable and accommodating

**TECHNICAL COMPETENCIES**

- Skilled with technical ability in carrying out general credit administration and monitoring tasks
- Skilled in advance level of tracking and document management skills in overseeing CAM system with high level of proficiency from a timely and accuracy perspective without delays or errors

**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 HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Credit Administration Analyst" no later than 15 November 2023.**

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