

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
Senior Legal Officer (SLO)

OVERVIEW

The Senior Legal Officer (SLO) is a locally recruited national staff position in the Legal Department and Board Secretary (LD/BS). This individual will be responsible for supporting/assisting CGIF's General Counsel/ Board Secretary in all legal issues and board secretariat support relating to CGIF. The selected candidate will be offered a locally competitive salary and benefits package.

JOB DESCRIPTION

The Senior Legal Officer will report directly to the General Counsel & Board Secretary (GC) and will have, among others, the following responsibilities.

- Support deal documentation and any financial documentation by commenting on complicated legal issues and by assisting in managing template documents
- Opine and advise on legal matters relating to CGIF and its functional units
- Research under legal DD on the bond market practice and regulations on security, collateral etc.
- Assist the Board secretary's work under need basis, including but not limited to assisting in negotiations with relevant government authorities, research and analyze institutional and regulatory issues relating to CGIF, assisting on Privileges, Immunities and Exemptions issues related to an Int'l Org or Multi Development Bank (IO & MDB)
- Support any other legal, regulatory, franchise issue under the purview of GC as a team member of LD/BS, and function as a key member to the middle office concept of LD/BS in any banking corporation between front office and back office

QUALIFICATIONS

Education Requirements

A university degree in Law, while a Masters' degree is also preferred

Relevant Experience and Skills

- 10 years of working experience in reputable law firms, or legal departments of major banking/financial institution/global corporations/IO & MDB, as a lawyer
- Well versed in English law corporate documentation and financial loan documents
- Knowledge of and/or experience in capital market transactions, preferably fixed income instruments/loan documents and guarantee instruments
- Experience in negotiations and drafting of legal documents for financial transactions

- Professional integrity, and strong analytical skills, with earned respect of professional peers
- Relevant experiences in managing, supporting board and committee meetings, as secretary to board, preferably
- Making informed decisions in mitigating risk and solving problems, as a senior legal officer in LD/BS.
- Good teamwork spirit with sufficient understanding of global culture to treat all with courtesy, respect and fairness as key critical attribute to strongly be required
- Excellent command of written and spoken English

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 liabilities
- Understands and accepts the need to change the way things are done to improve services on continuous basis

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
- Treats everyone with courtesy and respect; approachable and accommodating

TECHNICAL COMPETENCIES

- Has moderately advanced knowledge and experience on diverse legal practice areas
- Has a clear understanding of the legal support and administration requirements of CGIF
- Has adequate ability to identify and apply CGIF's policies, practices, and procedure in legal practice areas.

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 Head of BPPMSD at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Senior Legal Officer (SLO)" on or before 20 November 2021.

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