

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 & Monitoring Analyst

OVERVIEW

The Credit Administration and Monitoring Analyst (CAMA), a local staff position, will report directly to the Vice President, Operations (VPO) or the Chief Credit Officer (CCO) of CGIF or any other professional staff designated by the VPO or the CCO. She/he will be responsible to assist in CGIF's credit administration and monitoring functions under the Deal Operations Department or the Risk Management Department.

JOB DESCRIPTION

Responsibilities of the CAMA consist of the following, among others.

- In close collaboration with the VPO or the CCO and Investment or Risk Specialists, the CAMA shall proactively monitor and ensure full compliance of agreed terms entered with the obligors guaranteed by CGIF, including among others:
 - Providing periodic summary report to the VPO or the CCO for all existing guaranteed transactions specifying: (i) scheduled compliance documents/ reports due in the coming months; (ii) outstanding/ pending compliance items yet to be received with action steps and timeline to receive/comply the required covenants; (iii) long-term pending items that require senior management attention; (iv) highlight of any amendments or changes on guarantee/covenant terms
 - Proactively coordinate with the Bond Issuers, Bond Trustee or Facility Agent to ensure timely receipt of scheduled covenant compliance documents and continuously follow up for the receipt of pending compliance items;
 - Check each compliance document/report received and ensure completeness, accuracy and satisfactory compliance with agreed covenant terms.
 - Perform collateral management tasks as well as monitoring of these pledged assets as per the respective security documents entered into by CGIF.
 - Attend to consent and notification obligations of CGIF under the respective Guarantee Agreements.
 - Ensure compliance in accordance with CGIF guidelines, policies, and procedures.
 - Review financial results of existing credit customers and compliance certificates issued to CGIF and keep the VPO or the CCO and Investment Specialist or Risk Specialist apprised of material changes and events.
 - Promptly escalate any exceptions, deviations, or breach of compliance covenants to the VPO or the CCO and Investment Specialist or Risk Specialist.
 - Recommend improvements to CGIF's credit administration and monitoring functions.

- Any other relevant duties that may be assigned by the VPO or the CCO on a case-to-case basis, including supporting Investment Specialists or Risk Specialist in performing periodic reviews.

QUALIFICATIONS

Education Requirements

A university degree in accounting, economics, finance, or related fields.

Relevant Experience and Skills

- At least 3 years of relevant professional experience in private and finance sector, including hands-on experience in credit administration and monitoring 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/teamwork
- 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
- Candidates with experience in auditing or in conducting periodic credit reviews of large corporate debt obligations will be preferred.

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 department objectives
- Treats everyone with courtesy and respect

TECHNICAL COMPETENCIES

- Has basic knowledge and experience in credit administration and monitoring principles and standards
- Has adequate level of tracking and document management skills in overseeing CAM systems with acceptable level of proficiency from a timely and accurate perspective



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 & Monitoring Analyst” no later than 31 May 2022.

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