

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

Administrative Assistant (AA)

OVERVIEW

The Administrative Assistant (AA) is a local contractual position that will be responsible in providing department-wide administration for the Deal Operations Department. The selected candidate will be offered a one (1) 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.

EXPECTED OUTCOMES

The AA, locally recruited, will report directly to the Executive Assistant, and will be required to perform a full range of administrative duties for the assigned supervisors, including preparing reports and correspondences, business travel requirements, and other appropriate functions as needed, and coordinating CGIF activities.

Responsibilities will include:

- Manage schedules, meetings and travel requirements, online calls, and correspondences required by the supervisors and team members
- Assist in the preparation of DOD reports, office memoranda, background materials, and other related documents as requested by the VPO, supervisors, and other departments.
- Prepare mission-related requests, authorizations, and reimbursements of business travel for staff in accordance with CGIF's travel policy.
- Ensure the timely procurement of office supplies and payment processing and that all DOD office equipment and systems are in order.
- Ensure that all correspondence and documents are correctly typed, prepared, and submitted on time in compliance with CGIF standards.
- Ensure that all incoming mail is properly distributed and brought to the attention of the concerned staff and that outgoing correspondence/mail is dispatched on time.
- Provide efficient reception services by screening incoming telephone calls, taking accurate messages, and dealing with queries from internal/external callers, to ensure they are communicated in a timely manner to the concerned staff.
- Maintain good filing of office documents, contacts, and records for efficient file creation and retrieval, including e-filing on the CGIF portal
- Close coordination with other CGIF EAs/AAs and departmental teams.
- Any other relevant duties that may be assigned based on business needs.

QUALIFICATIONS

Education Requirements

- A university degree in Finance, Economics, Investment, Accounting, or its equivalent.

Relevant Experience and Skills

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum 2 years of experience working in a Financial institution or Rating agency.
- Ability to analyze financial reports and numerical data.
- Minimum 3 years of work-related experience supporting operations department in a financial institution or rating agency as well as higher level executives.
- Proficiency in MS Office, Excel, PowerPoint, and other office tools as well as graphic software used in CGIF.
- Ability to collaborate with individuals from diverse cultural/ national backgrounds, good interpersonal and communication skills.
- Ability to manage priorities and workload within the general schedule of work, instructions, and standardized practices.
- Ability to work with minimum supervision and maintain composure under pressure.
- Experience in analyzing financial and numerical data will be an added advantage.
- Excellent command of written and spoken English.

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 personal time well and is able to prioritize what is immediately required
- Prompt, reliable and keen on details in completing tasks at hand; requires minimal supervision
- Has a positive attitude towards change and remains focused on tasks

Collaboration and Teamwork

- Finds areas of agreement when working with conflicting individuals or groups
- Shares information, and solicit ideas and suggestions from others to accomplish mutual goals
- Strives to build a trusting relationship within one's department

TECHNICAL COMPETENCIES

- Has the ability to provide basic general administrative support and services.
- Has general knowledge on the usage of office soft wares and equipment needed for reports.
- Has the ability to take on the role of an effective source person in general admin processes.

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 Administrative Assistant (AA)" on or before 17 February 2023.

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