

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

Investor Relations & Market Development Officer

JOB PURPOSE

The Investor Relations and Market Development Officer (IRMDO) is a locally recruited national staff position that will support CGIF's communications and market outreach initiatives. The selected candidate will be offered a locally competitive salary and benefits package.

EXPECTED OUTCOMES

The IRMDO will report directly and assist the Unit Head in leading CGIF's communications and market outreach initiatives, including developing and implementing its related strategy, work plan, and programs.

Responsibilities of the IRMDO consist of the following, among others:

- Building, maintaining and leveraging a robust network of contacts across region, particularly with CGIF's Contributors, investment communities and the media to enhance the CGIF's image and branding.
- Creating, managing, and updating CGIF's website, platforms, and associated content to maximize market awareness.
- Organizing and co-organizing the relevant events, roadshows, panels, conferences to raise awareness and outreach.
- Tracking and evaluating effectiveness of media and market outreach.
- Perform any other relevant duties that the supervisor may assign on a case-to-case basis.

QUALIFICATION

Education Requirements:

A university degree in communications, journalism, international relations, economics, finance or related fields from a top university.

Relevant Experience and Skills:

- Minimum of 10 years' experience in public affairs and/or investor relations with a good understanding of financial markets.
- Experience preparing and implementing strategic communications plans in an international organizations

- Good knowledge of web/digital technologies and practices, and a good experience in applying them to advance an organization's communications objectives
- Good understanding of current publishing, media, social media, and digital content environment and promotion strategies
- Must have excellent writing and verbal communication skills

TECHNICAL COMPETENCIES

- Skilled in written and verbal communication skills. This includes the ability to craft clear and compelling messages for various stakeholders, including CGIF's contributors, investors, analysts, and the media.
- Skilled in organizing and managing multiple tasks and deadlines within the scope of investor relation and market development activities.
- Skilled in using investor relations platforms and technologies. This may include tools for managing investor databases, communication platforms, and analytics tools for monitoring social media and market sentiment.
- Skilled at leveraging technology to streamline communication processes, enhances data analysis, and provides insights into investor behavior and trends.
- Has a developing knowledge of financial markets in the ASEAN+3 region.

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 departmental objectives.
- Treats everyone with courtesy and respect.

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 Investor Relations and Market Development Officer" no later than 31 December 2023.

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