

**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**  
**Paralegal Assistant/Analyst**

**OVERVIEW**

The Paralegal Assistant/Analyst is a local recruited staff position responsible for supporting/ assisting CGIF's Legal Department and Board Secretariat. The selected candidate will be offered a locally competitive salary package.

**JOB DESCRIPTION**

The Paralegal Assistant/Analyst will report directly to the General Counsel and Board Secretary (GC & BS) and will have the following main responsibilities.

- Manage the day-to-day operations and administrative services functions of the Legal Department (LD), providing direct administrative support to the attorneys and other staff of LD, as needed.
- Draft, prepare, and monitor various documents under the supervision and review of LD lawyers, e.g.,
  - internal reports and responses to other CGIF departments
  - requests for proposal (RFPs) to, and engagement letters with, external counsel
  - reporting or similar e-mails in connection with CGIF deals.
  - basic contracts such as non-disclosure agreements and procurement contracts
  - preparation and collation of documents necessary for or incidental to any know-your-customer (KYC) processes
  - correspondences to external parties
  - minutes of meetings in various deals
- Assist LD lawyers in the finalization and execution of documents including routing of documents for signature and taking charge of notarial or consularization requirements.
- Assist LD lawyers in the monitoring of deal-related requirements and submissions, including coordination with external counsel and other third parties as needed
- Supervise and monitor incoming and outgoing documents endorsed to LD for review/approval and signature.
- Handle LD record-keeping requirements, including electronic filing of documents.
- Prepare LD annual budget, budget and expense reports, and other internal documentary requirements for or on behalf of LD.
- Create client files and provide support services to keep projects moving.

- Coordinate with other departments, external counsels, and clients, concerning the activities of LD.
- Conduct research on updates in applicable laws and jurisprudence.
- Perform other related work as required.

## **QUALIFICATIONS**

### **Education Requirements**

- A university degree in law, preferably Bachelor of Science in Legal Management or other related courses; or a graduate of any four (4) year course, and either (i) has completed the first-year subjects of Bachelor of Laws in a reputable law school, or (ii) served as a paralegal for a year or more, or (iii) proved his/her expertise to serve as a paralegal based on proven experiences.

### **Relevant Experience and Skills**

- Working knowledge of basic legal concepts, such as corporate law and laws on obligations and contracts. As a supporting service for a paralegal, attorney license by passing the bar is not a requirement, but can be preferred.
- Skilled in time management; prioritization and organization skills; communication (oral and written), particularly in the English language; use of computer programs, including proficiency with Microsoft Office Programs.
- At least one (1) years of relevant working experience in a reputable law firm or the legal department of major financial institutions/global corporations.
- Team player; strong attention to detail; ability to work without supervision; ability to handle confidential information; ability to multitask; observes candor and diplomacy; and exemplifies high ethical standards.

## **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
- Acknowledges mistakes and seeks guidance to learn from them.
- Follow established procedures with occasional need for reminders about ethical and professional behavior.

**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 address basic needs for respect, with occasional guidance on effective communication and inclusivity.

**TECHNICAL COMPETENCIES**

- Has basic knowledge and experience on basic legal practice areas
- Has sufficient awareness on the legal support and administration requirements of CGIF
- Has sufficient understanding of CGIF's policies, practices and procedures

**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 the Corporate Planner and Head of BPPMS at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Paralegal Assistant/Analyst" on or before 7 April 2025.**

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