

## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### 1. General Information

<b>Job Title:</b>	<b>Junior Professional Officer, Investment Specialist</b>
<b>Organization:</b>	ADB – Asian Development Bank
<b>Department:</b>	Private Sector Operations Department (PSOD)
<b>Country and Duty Station:</b>	Manila, Philippines
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 of which are from the Asia and Pacific region. ADB is committed to achieving a **prosperous, inclusive, resilient, and sustainable Asia and the Pacific**, while sustaining its efforts to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its Strategy 2030. ADB only hires nationals of its 68 members.

The position will be assigned within the Private Sector Operations Department (PSOD). PSOD provides investment capital to private sector entrepreneurs, corporates and project sponsors, as well as financial intermediaries, such as banks, throughout developing Asia and the Pacific. It catalyzes, structures, and funds investments in privately held and state-sponsored companies across a wide range of industry sectors. Its emphasis is on commercially viable transactions that generate financial returns while also delivering on ADB's organization-wide mission to promote environmentally sustainable and inclusive economic growth.

### 2. Job Purpose & Responsibilities

Depending on the skills set of the selected candidate, the Investment Specialist will support the origination, development, due diligence, approval and implementation of projects from **one** of the following key areas:

- 1) nonsovereign infrastructure projects (including agribusiness, health and education);

- 2) financing of nonsovereign banks (including trade and supply chain finance) and non-bank financial institutions; and
- 3) private equity.

The incumbent will report to the assigned Director and will supervise administrative staff.

## **Responsibilities:**

### **a. Project Development and Processing**

- Supports the identification and development of the project pipeline;
- Processes projects through Board approval and financial closure;
- Undertakes and manages the necessary due diligence, financial modeling, risk analysis and mitigation in the structuring of loans, equity investments, guarantees, B-loans or other forms of ADB assistance;
- Supports the internal approvals process including interface with credit, safeguards, integrity, legal and other teams as well as management and the Board;
- With the support of internal and external counsel, ensures all deals with appropriate legal documentation is successfully concluded in line with approvals and that financial close (i.e., first disbursement) is achieved in a timely fashion; and
- Undertakes the implementation and the hand-over of administration of private sector investments, ensuring compliance with required guidelines, policies and procedures as well as agreed covenants and reporting requirements up to financing effectiveness

### **b. External Liaison**

- Supports active relationships with commercial lenders and other financial partners in the region, developers, investors and governments; and
- Assesses and structures transactions to maximize the potential for commercial co-financing and catalyzing of additional sources of capital.

### **c. Knowledge Sharing**

- Maintains and shares knowledge (inside and outside ADB) on lessons learned from private sector operations and emerging best practices in areas of expertise; and
- Participates in and contributes to activities for advocacy, dissemination and knowledge building relating to ADB's integrity, governance and safeguard policies.

### **d. Staff Supervision**

- Provides leadership and support to reporting staff;
- Supervises the performance of reporting staff, provides clear direction and regular monitoring and feedback on performance; and
- Ensures the on-going learning and development of reporting staff.

### 3. Relevant Experience & Requirements

- **Master's Degree** in business administration, finance, or related fields.
- At least two years of relevant financial and emerging markets experience in the private and finance sector, including hands-on experience in analyzing credit risks, structuring and executing loans and equity investments.
- Hands-on experience in originating loans, guarantees and/or equity transactions, managing due diligence, financial modeling, mitigating credit and other risks, negotiating term sheets and finance documentation and related project/corporate finance activities.
- Good understanding of how to conduct advanced credit and valuation analysis in respect of one or all of project and corporate finance transactions, financial institutions and private equity funds; a deep understanding of debt and equity markets and products
- Experience in risk management, including rating methodologies, risk categories (market risk, credit risk, operational risk), etc.
- Specific and relevant experience in emerging market financing and investments, preferably in developing Asia and/or the Pacific.
- Excellent oral and written communication skills in English and the ability to communicate effectively to management.

### 4. General Considerations

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO)**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**