

SOUTH EAST ASIA REGIONAL OFFICE OF THE FRENCH AGENCY FOR DEVELOPMENT (AFD) RECRUITS

A REGIONAL PORTFOLIO MANAGEMENT SUPPORT OFFICER

AFD: The French Development Agency

AFD is an inclusive public financial institution and the main actor in France's development policy. It makes commitments to projects that genuinely improve the everyday lives of people, in developing and emerging countries and in the French overseas territories. AFD works in many sectors – energy, health, biodiversity, water, digital technologies, training – and supports the transition to a safer, more equitable and more sustainable world: a world in common. Its action is fully in line with the Sustainable Development Goals (SDGs).

In practical terms, this mission is carried out by providing loans, grants, expertise or technical assistance. These forms of assistance are granted to States, local authorities, companies, foundations or NGOs and are used to complete our projects. Through its network of 85 agencies, AFD operates in 115 countries and is currently supporting over 4,000 development projects. In 2018, it earmarked EUR 11.4bn to finance these projects. Further information of AFD Group activities can be found on www.afd.fr/en

Bangkok's AFD Agency supervises AFD's activities in 7 countries of Southeast Asia: Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Thailand and Vietnam. AFD current portfolio exposure in SEA region is approximately 4 Billion Euros including related technical assistance programs and grants.

To support our Southeast Asia regional Middle Office / Portfolio Management team in Bangkok's AFD Agency, we are recruiting a ***Regional Portfolio Management Support Officer*** on a full time basis.

Successful candidate shall be based in AFD Bangkok regional office with occasional missions within the South East Asia region.

What AFD can do for you:

With our global network of 85 agencies on 5 continents employing 2,650 people of 80 nationalities, joining AFD gives meaning to your job, your expertise, your life, your commitment. It means integrating an organization where project financing is not an end in itself, but the means to have a positive, beneficial and lasting impact. Joining AFD is to build a world in common that leaves no one behind.

Joining AFD also means choosing to work in a stimulating, inclusive and multicultural environment with passionate teams and a friendly atmosphere. Joining AFD is finally acquiring new skills to serve your professional project and your personal achievement, and thus give your career a new impulse.

Joining the South East Asia Regional office is contributing to the new regional dynamics of the AFD network and benefiting from professional experience across several countries in the region.

Main Responsibilities/ Activities:

Under the supervision of the loan Portfolio Manager and in liaison with the SEA agencies and Paris HQ concerned departments, the incumbent will

- **As a portfolio manager :**
 - Support the monitoring of key milestones and deadlines of financing portfolio. Act as a focal point in requesting, receiving information including communicating alerts through relevant SEA local offices.
 - Ensure implementation regulatory compliance including covenants and undertaking requirements for SEA financing portfolio.

- Contribute to the database maintenance and its up-to-date status of administrative documents and accounts analysis, completion of regulatory due diligences related to KYC/AML legal requirements, permanent regulatory files including archiving completed projects.
- Contribute to operational monitoring of projects and payments, update and follow-up of quality action plan.
- Contribute as needed to the administrative support throughout the whole project cycle.
- **As an operational support:**
 - Support the regional office, with the help from local country offices, on implement a structured dissemination plan for multi-country information management as assigned and /or appropriate (e.g. web portal, mailing lists, core databases, consolidated disbursement forecast etc.) including the drafting of standard operating procedures for SEA regional office.
 - Support the drafting, design, coherence and production of all information material intended for internal and/or external use, such as maps, infographics materials for presentation purpose, reports and situation report.
 - Report common operational problems found during implementation to portfolio management team
 - Maintain data and information-sharing relationships within AFD relevant colleagues and /or with relevant governmental bodies with the support of respective local country offices.

Expected profile:

Ideal profile would be an assistant of loan manager with middle-office loan appraisal experience preferably within international development finances, development donors or specialized consulting firm.

Education Qualification:

A university degree in finance, economics, data management, law, engineering, computer science, information management, international development, or another relevant field.

Experience and skills:

- Minimum five (5) years of experience in loan portfolio management preferably in financial institutions or international agencies or development banks, handling vast loan size ranging approximately from 20-100 M Euro.
- Experience with data sharing, data management and data analysis to support loan implementation. Proficiency in constructing complex Excel spreadsheet and other operational databases is desirable.
- Fluency in English in writing and speaking; fluency in French would be highly appreciated.
- Sectoral knowledge in sustainable development, public finances and/or regional cooperation frameworks. Experience in a developing country and /or relevant experience in international development organization is considered as an asset.
- Good analytical, writing and synthesis skills.
- Relational qualities: teamwork, ability to develop and maintain a network of relationships
- Capacity to adapt to different internal interlocutors and needs in an international environment
- Organizational capacity, autonomy in the management of time and priorities.

Starting date: As soon as possible

How to Apply:

Interested candidates are invited to submit their application comprising of

- 1) CV /Resume including reference contact(s), current and expected salaries
- 2) Letter of Motivation

The application must be made through AFD Internet recruitment website **within November 20th 2019** (country = Thailand ; position = Regional Portfolio Management Support Officer) or directly using the following link : <https://afd.csod.com/ux/ats/careersite/5/home/requisition/2119?c=afd&lang=en-US>