

Government of Pakistan  
Finance Division  
(External Finance Wing)

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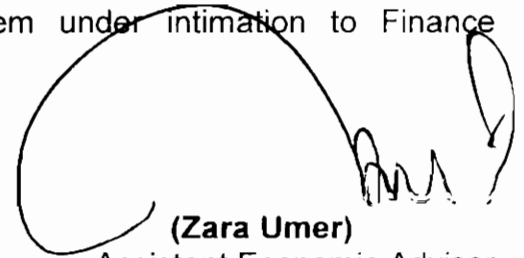
Subject: **JOB VACANCIES – ASIAN INFRASTRUCTURE INVESTMENT BANK**

Multilateral Interim Secretariat (MIS) of Asian Infrastructure Investment Bank (AIIB) has announced following positions of Vice President:

- i. Chief Investment Officer,
- ii. Chief Financial Officer,
- iii. Chief Administrative Officer,
- iv. General Counsel, and
- v. Corporate Secretary,

2. Last date to apply for the above positions is December 10, 2015. Detailed job descriptions and application procedure to apply is available on the AIIB's website (<http://www.aiib.org/html/jobs/jobs%20for%20aiib/current%20job%20vacancies/>).

3. Interested candidates are requested to apply directly to AIIB through their above mentioned website/online recruitment system under intimation to Finance Division.



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Finance Division's U o No3(1)FF(C-IV)/215

dated 1<sup>st</sup> December, 2015

## Jobs for AIIB

What We Look for

How to Apply

## Jobs for Secretariat

What We Look for

Current Job Vacancies

How to Apply

## Current Job Vacancies

The Bank invites applications for the following five positions:

Summary Table of Current Job Vacancies

Position	Ref. No	Job Type	Posting Date	Closing Date	STATUS
Vice President and Corporate Secretary	15001	Global Recruitment	November 19, 2015	December10, 2015	Position Posting
Vice President and Chief Investment Officer	15002	Global Recruitment	November 19, 2015	December10, 2015	Position Posting
Vice President and Chief Financial Officer	15003	Global Recruitment	November 19, 2015	December10, 2015	Position Posting
Vice President and Chief Administration Officer	15004	Global Recruitment	November 19, 2015	December10, 2015	Position Posting
Vice President and General Counsel	15005	Global Recruitment	November 19, 2015	December10, 2015	Position Posting

For more detailed job descriptions and qualification requirements of each position, please refer as follows:

**1. Vice President and Corporate Secretary**

The primary responsibility of the Corporate Secretary is to serve as a focal point of communication among the Board of Directors (BOD) of AIIB, the leadership team and its shareholders, the Board of Governors (BOG). It embraces several roles – trusted advisor, communications and liaison officer, and overall governance professional who is committed to advising on the best interests of the bank.

**Specific Responsibilities include but not limited to:**

- Spearhead the communication and engagement on corporate governance issues between the bank's leadership and the BOD, and between the BOD and the BOG
- Oversee the planning and organization of the Annual Meetings, Board meetings, Retreats, Executive Committee meetings, and informal Board seminars
- Oversee the process for the election and appointment of the President, Vice Presidents, and Board members, and the administrative arrangement for the appointment of Director General,
- Monitor corporate governance developments and assist the BOD in tailoring governance practices to meet the needs and expectations of the BOD and the BOG
- Facilitate and manage shareholder information flow and communications

**Candidate Requirements:**

Minimum 20-25 years working in a leadership function and position of influence in multilateral development bank(s) or equivalent; professional experience in corporate law, general administration and banking, in public and/or private sectors; demonstrated capacity to deal with political sensitive communication in a complex environment, superior interpersonal communication/collaboration skills, cross cultural sensitivity and conflict management. Bachelor's degree equivalent or above in related fields from a reputable university

## 2. Vice President and Chief Investment Officer

The primary responsibility of the Chief Investment Officer is leading the planning and supervision of AIIB's infrastructure investment by promoting sustainable investment throughout Asia that is consistent with AIIB's vision, goals, and strategies, and by ensuring the relevance, effectiveness and efficiency of AIIB operations.

### Specific responsibilities include but not limited to:

- Oversee the quality of investment projects and ensure the achievement of objectives, including satisfactory results of project delivery in client countries
- Lead the development of policies and guidelines in support of AIIB's lending/investment strategy
- Provide input to Executive Committee (ExCo) on various organization-wide issues such as strategies and policies, annual and medium-term work plans, and major operational matters; keep BOD and ExCo informed of emerging developments, opportunities and challenges
- Serve as a primary member of the Investment Committee in project selection and approval
- Engage in and promote policy advocacy on issues of strategic importance with relevant government authorities/member countries

### Candidate Requirements:

Minimum 20-25 years of experience in a leadership function and position of influence in multilateral development bank(s) or equivalent; strategic visioning and superior influential communication skills; substantial professional experience in at least one, preferably two of the primary sectors (Energy, Transport, Water); experience in both public and private sectors; strong operational experience related to infrastructure investment in managing regional strategy/programs. Master's degree equivalent or above in related fields from reputable university.

## 3. Vice President and Chief Financial Officer

The primary responsibility of the Chief Financial Officer is providing strategic and technical leadership in financial, risk, and budget management to ensure sustainable financial strength and steady growth in financial resources and to establish/safeguard excellent credit ratings in support of AIIB's overall mission.

### Specific responsibilities include but not limited to:

- Provide directions and input to Executive Committee on key financial planning and capital adequacy issues to maintain financial performance and sound funding practices
- Oversee financial reporting, internal control integrated framework and oversight function
- Provide overall leadership in financial and operational risk management to ensure sound management of credit, market, counterparty, liquidity, and operations
- Oversee the budget management function, including the formulation and implementation of the AIIB's overall budget
- Build, strengthen and maintain external and internal relations; provide strategic leadership in promoting the development and integration of Asian capital markets through proactive interaction with policy makers, regulators and market participants

### Candidate Requirements:

Minimum 20-25 years of experience in a leadership function and position of influence in multilateral development

bank(s) and global financial services; substantial professional experience in treasury, accounting, and enterprise risk management in public and/or private sectors; superior business acumen in identifying opportunities and risks and capitalizing on such knowledge in alignment with the Bank's strategic priorities. Master's degree equivalent or above in related fields from reputable university.

#### **4. Vice President and Chief Administration Officer**

The primary responsibility of the Chief Administration Officer is to lead the planning, implementation and supervision of Human Resources Management, Information Technology, and Facilities and Administration Services through programs and activities that are aligned with AIIB's mission and strategy, achieving effectiveness, efficiency and responsiveness.

##### **Specific responsibilities include but not limited to:**

- Provide leadership, vision, and oversight for overall human resources policy and management in support of AIIB's mission and strategy
- Oversee the planning and implementation of IT initiatives to ensure efficiency, relevance and impact of IT for AIIB operations
- Oversee the quality and implementation of corporate services and corporate procurement to ensure delivery of efficient, clean and green institutional services
- Facilitate effective cooperation and coordination across departments and internal stakeholders

##### **Candidate Requirements:**

Minimum 20-25 years working in a leadership function and position of influence in multilateral development bank(s), private sector or equivalent, with demonstrated capacity to deliver high quality results in a complex environment substantial professional experience in one or more of the primary functions under management (HR, IT, Facilities & Admin Services) in public and/or private sectors. Superior problem solving and communication skills and cross-cultural sensitivity; strong drive for effectiveness and efficiency optimization. Master's degree equivalent or above in related fields from a reputable university.

#### **5. Vice President and General Counsel**

The primary responsibility for the General Counsel is to lead the planning, implementation and supervision of the legal function in support of AIIB's mission and strategy, and provide sound and timely legal advice to ensure clean and green operation at AIIB.

##### **Specific responsibilities include but not limited to:**

- Serve as the legal counsel for Management Departments and the Board of Governors and Board of Directors on legal issues relating to the organization, structure, administration, policies and operations
- Manage the operations and activities of the legal function including the provision of advice on contracts and both sovereign operations, institutional and administrative and financial matters
- Act as a member of the Executive Committee
- Anticipate issues that are likely to create legal risks for AIIB, and undertake steps to mitigate the risks
- Defend AIIB in all legal actions in national and international courts, arbitration or other legal proceedings, and in administrative tribunals

- Advise the Compliance, Effectiveness & Integrity Group, and serve as the Chief Ethics Officer for AIIB.

**Candidate Requirements:**

Minimum 20-25 years of relevant experience in the legal function of international financial institutions, including institutional governance; leadership and senior management role in multilateral development bank(s) required; superior ability in delivering consistent and reliable results; prudent, meticulous, aware of the business environment and supportive to operational needs. Master's degree of Law or equivalent from reputable university and admission to practice law in at least one major jurisdiction in AIIB's member countries.

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