

**Date:** 5 October 2018  
**Job title:** Director/Senior Manager, Fixed Income and Cross Markets Divisions  
**Employer:** Asia Securities Industry & Financial Markets Association (ASIFMA)  
**Location:** Hong Kong

## The Role

ASIFMA, which represents the interests of the region's leading financial institutions to regulators, policymakers, and other stakeholders in Asia, is seeking a Director/Senior Manager to provide coordination, research and analytical support to our fixed income and compliance team, reporting to its Managing Director. The successful candidate will join a growing team of 24 based in Hong Kong.

### ASIFMA objectives include:

- Promote the views of Asia's financial market participants at a national, regional and global levels;
- Develop a constructive dialogue with policymakers, regulators and other relevant stakeholders on capital market and regulatory policies;
- Apply technical expertise to promote the growth and development of Asian financial markets;
- Advocate for transparent regulations that are applied fairly and consistently;
- Promote the harmonisation of Asian financial market regulations with global standards and best practices; and
- Build relationships with and among members, regulators, policymakers and other stakeholders; and Identify new members and enhance services to existing members.

### Role:

The Director/Senior Manager's primary responsibility will be to support the Managing Director/Head of Fixed Income and Compliance. This involves a wide range of responsibilities, including managing the team's initiatives with regulators, committees and ASIFMA's global alliance partners (SIFMA, AFME and the GFMA). The scope of the Director/Senior Manager role would cover, but not be limited to, the following:

- Responsible for the running and development of a number of member committees, working groups, industry meetings and regulator meetings in Hong Kong and, when required, regionally;
- Assist in the implementation of the re-structuring of the Fixed Income Division and other organizational projects and initiatives of the Division that may be required from time to time;
- Provide updates to committees and working group members on regulatory/ASIFMA initiatives, take minutes and distribute action points to ASIFMA members;
- Manage communications between the team and members on regulatory/market developments and initiatives;
- Generate and manage concurrent industry initiatives, including projects involving ASIFMA's professional firm members;
- Review and analyse consultation papers, regulatory speeches, research reports, and other documents to develop expertise and track regulatory developments affecting ASIFMA's members;

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- Perform research and draft reports, briefings or presentation slides on regulatory developments and initiatives;
- Draft speaker notes and when appropriate, full speeches for events and media engagements;
- Work and coordinate with the events and communications teams on events (conferences, seminars, webinars) and editorial content of papers (white papers, publications, thought pieces) specific to the Division;
- Contribute updates to ASIFMA's regular communications with the Executive Board and Board of Directors;
- Develop strong relationships and liaise with alliance partners in London, Brussels, New York and Washington, DC, on issues that may have impact in Asia;
- Develop relationships with potential members;
- Mentor and develop junior staff to enhance their knowledge, skills and abilities;
- Coordinate with ASIFMA senior staff, associates and analysts as required.

### **Key Competencies:**

- Educated to degree level (Bachelors or above), preferably in finance, economics, communications, journalism; law or a related field.
- Excellent organizational and project management skills, including the ability to prioritize multiple tasks.
- Knowledge of (and preferably 5 or more years' experience in) regulation, capital markets or relevant research, legal or public policy areas.
- Track record of managing and running a team would be preferred.
- Basic understanding of the banking, capital markets and finance is necessary, along with the ability and desire to build a strong substantive knowledge of the global financial markets.
- Analytic skills necessary to understand the legal and regulatory issues affecting the industry and the development of the capital markets.
- Comfortable working and interacting with high-level regulators, government officials, and senior (C-suite) ASIFMA members.
- Strong spread-sheet, database management and PowerPoint skills.
- Strong verbal and written communications skills suitable for business and advocacy purposes.
- Ability and willingness to travel for regulator meetings, conferences, sometimes on short notice
- Fluency in verbal and written English required; business proficiency in an Asian language, ideally Mandarin Chinese, a plus.

### **Key Personal Attributes**

- Team player
- Inclusive, a good listener and persuasive
- Self-starter with strong organisational skills and work ethic
- Ability to prioritise, work independently, and exercise good judgment
- Proactive and solutions oriented, able to think outside the box and think laterally
- Willingness to participate in global conference calls outside normal business hours

## **To Apply**

This position is based in Hong Kong and a work permit would be required (for non-permanent residents). ASIFMA offers an attractive remuneration package commensurate with experience, including the possibility of an annual, discretionary bonus based on performance.

To apply, please submit your CV and cover letter to [cyim@asifma.org](mailto:cyim@asifma.org). The closing date for applications is **Friday, 26 October 2018**.

## **The Global Alliance: ASIFMA, AFME, SIFMA and GFMA**

**ASIFMA** - ASIFMA is an independent, regional trade association with over 100 member firms comprising a diverse range of leading financial institutions from both the buy and sell side, including banks, asset managers, law firms and market infrastructure service providers. Together, we harness the shared interests of the financial industry to promote the development of liquid, deep and broad capital markets in Asia. ASIFMA advocates stable, innovative and competitive Asian capital markets that are necessary to support the region's economic growth. We drive consensus, advocate solutions and effect change around key issues through the collective strength and clarity of one industry voice. Our many initiatives include consultations with regulators and exchanges, development of uniform industry standards, advocacy for enhanced markets through policy papers, and lowering the cost of doing business in the region. Through the GFMA alliance with SIFMA in the United States and AFME in Europe, ASIFMA also provides insights on global best practices and standards to benefit the region. ([www.asifma.org](http://www.asifma.org))

**AFME** - The Association for Financial Markets in Europe is a new organization formed from the London Investment Banking Association (LIBA) and the European operations of the Securities and Financial Markets Association (SIFMA). AFME also includes the activities formerly carried out by the European affiliates of SIFMA. AFME represents a broad array of global and European participants in the wholesale financial markets. Its 197 members comprise key global and regional banks, brokers, law firms, and a number of other financial institutions. ([www.afme.eu](http://www.afme.eu))

**SIFMA** - The Securities Industry and Financial Markets Association brings together the shared interests of hundreds of securities firms, banks and asset managers. SIFMA's mission is to support a strong financial industry, investor opportunity, capital formation, job creation and economic growth, while building trust and confidence in the financial markets. SIFMA operates out of offices in New York and Washington, D.C. ([www.sifma.org](http://www.sifma.org))

**GFMA** - The Global Financial Markets Association (GFMA) brings together three of the world's leading financial trade associations to address the increasingly important global regulatory agenda and to promote coordinated advocacy efforts. The Association for Financial Markets in Europe (AFME) in London and Brussels, the Asia Securities Industry & Financial Markets Association (ASIFMA) in Hong Kong and the Securities Industry and Financial Markets Association (SIFMA) in New York and Washington are, respectively, the European, Asian and North American members of GFMA. For more information, visit <http://gfma.org/>.