

## **InfraCo Asia: Legal and Compliance Analyst**

As part of InfraCo Asia's portfolio success and continued growth, there is now an opportunity for a Legal and Compliance Analyst to join a driven, passionate and entrepreneurial team based out of their office in Singapore.

This is an excellent opportunity with scope for growth for a suitably qualified candidate with legal and compliance experience to work closely with the General Counsel to play a significant role in ensuring bankable projects are facilitated across frontier markets in South and South East Asia.

### **About InfraCo Asia**

InfraCo Asia Development Pte Ltd (InfraCo Asia) is a commercially managed infrastructure development and investment company of the Private Infrastructure Development Group (PIDG). Headquartered in Singapore, InfraCo Asia aims to stimulate greater private sector investment in infrastructure projects in South and South East Asia. InfraCo Asia funds early stage, high-risk infrastructure development activities by taking an equity stake in projects and focusing on socially responsible and commercially viable, sustainable infrastructure projects that contribute to economic growth, social development and poverty reduction. InfraCo Asia is currently funded by three members of PIDG – the UK Department for International Development (UKAid), the Australian Department of Foreign Affairs and Trade (DFAT), and the Swiss State Secretariat for Economic Affairs (SECO).

### **Position Summary**

- Reporting to the General Counsel with supporting function to Executive Management Team, the Legal & Compliance Analyst will manage and assist reporting and compliance for InfraCo Asia's projects, developers, counterparties and companies across South and South-East Asia.
- The Legal & Compliance Analyst will have a central role to play to help create, input into, and enforce, a robust framework of reporting and compliance to ensure that public-sector funds are being utilised properly, and in a way so as to mitigate reputational risks for InfraCo Asia and PIDG.
- This role has ownership of all legal and compliance related document filing, as well as assist to manage company secretarial matters.

### **Requirement & Attributes**

- 3 to 4 years of demonstrated relevant commercial experience; legal and compliance training or background is a strong plus but not mandatory.
- Diploma level qualifications and above preferred. Exposure to emerging markets' risk and compliance issues will be a strong plus.
- Strong team player who's collaborative, pro-active, responsible, with good problem solving skills.

- Well-organized and efficient, good attention to details, impeccable planning ability, able to prioritize and handle multiple tasks and projects and able to manage and coordinate activities among different groups under pressure of deadlines.
- Tenacious 'champion' for reporting and compliance ability to handle third-parties; able to anticipate problems and manage risks effectively; strong interpersonal skills and ability to interact with, gain credibility and respect of the all internal and external stakeholders.
- Desire to achieve high quality results and "can do" attitude. Willingness to work as a cohesive whole and be willing to support co-workers and undertake tasks outside of official job scope.
- Proven project management skills and results, including capability to prioritize, and handle multiple diverse tasks and projects, and to manage and coordinate activities among different groups and locations.
- High integrity – fair, honest, respectful of others, with a caring attitude about the future of the organization; dedicated to high standard of professionalism, and committed to continuing improvement.
- Strong interpersonal and relationship-building skills – strong social skills, able to relate to people at all levels; diplomatic, tactful, and willing to listen; able to network with, and win the trust of, people within and outside the organization.
- Initiative and drive – ability to make things happen; decisive and determined to follow through with change initiatives; hands-on; results-oriented; energetic; problem solver; and must be passionate about InfraCo Asia's mandate in stimulating private sector infrastructure growth in emerging markets and poor countries.
- Excellent MS Word, Excel, and PowerPoint skills essential.
- Good working level comfort in English and ability to communicate with persons and parties across cultures and borders.

This is a great opportunity to join a very active infrastructure investment and development organization with a solid track record of closing projects and positively affecting communities in developing Asian countries.

Feniks Consulting is the exclusive Recruitment & HR Service partner chosen by InfraCo Asia for this position, only candidates who apply directly to Feniks Consulting will be considered.

Interested applicants, please send your detailed updated resume to our Recruitment & HR Service partner Feniks Consulting Pte Ltd at [infraco\\_legal@feniksco.com](mailto:infraco_legal@feniksco.com).

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All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted. Application closes on 21 November 2017.

Thank you for your interest in InfraCo Asia.