

ICMA: ASSOCIATE, ASIA-PACIFIC

Background on ICMA

The International Capital Market Association (ICMA) (www.icmagroup.org) is a trade association of more than 50 years' standing whose main role is to ensure that the international capital market functions efficiently. ICMA has around 620 members in 65 jurisdictions.

ICMA's global membership includes securities dealers and brokers; regional and commercial banks; central banks; private banks; asset managers; investment banks; issuers; and organisations that play an important role in the market and maintain close relations with ICMA.

ICMA established an Asia-Pacific office in Hong Kong in 2013 and now has 90 Asia-Pacific members.

Role description

With the rapid development of the regional work of the association, ICMA is seeking an Associate-level candidate in its Asia-Pacific team to support market practice and regulatory policy initiatives as well as marketing, events and communication in the region. This is a permanent, full-time role.

The candidate will work from ICMA's Asia-Pacific Representative Office in Hong Kong with a team of four ICMA staff. The Hong Kong Representative Office and each current member of the team cover all ICMA's global functions, including regulatory and market practice work, research and advocacy, events and education, and media relations. The office is highly dynamic, in line with the growth in regional markets and regional membership, and enjoys a relatively high level of autonomy in alignment with ICMA's global strategy.

More broadly, ICMA as an association enjoys high-level contact with the leading private-sector practitioners and public sector policymakers in the region and across the world. The candidate will have the opportunity to develop relationships with the wide network of ICMA members and stakeholders, through committees, events, educational courses, and research initiatives.

The candidate will work on a diverse portfolio of long-term and medium-term projects, as well as ad hoc tasks as required by ICMA members and stakeholders. Due to the nature of ICMA's work in Asia, it will be essential that the candidate be able to prioritise tasks, manage time effectively, adapt to different cultures, and operate with self-sufficiency. Professionals accustomed to a more institutional and structured working environment may consider that the representative office in Hong Kong does not have the same level of local administrative and analytical support of larger financial firms.

The selected candidate will have relevant experience in international capital markets, and will be expected to undertake a diverse range of different tasks relating to ICMA's core areas of primary markets, secondary markets, fintech, repo and collateral, and sustainable finance.

The role will be to:

- monitor, synthesize, evaluate, and effectively communicate new international and national guidelines, rules and regulations, and fintech solutions, especially with respect to their implications for Asia-Pacific;
- help manage specific projects related to debt capital market development in Asia, such as market research reports and guides to best practice;
- help maintain relationships with ICMA members in the region, and identify and develop prospects for further membership growth;
- help develop relationships with national, and international financial and regulatory authorities, especially with respect to debt capital markets;
- help manage the Secretariat of the Asia Bond Syndicate Forum and Asia Legal & Documentation Forum; prepare meeting and conference call materials, relevant presentations and research; participate in meetings and calls, provide coordination and prepare minutes;
- research and draft articles on market practice and regulatory matters in particular for the ICMA Quarterly Report and ICMA website;
- organise and participate in events and teleconferences with ICMA members and other market participants;
- assist to prepare presentations and reports; and
- cooperate with other industry bodies as necessary.

Required qualifications

The successful candidate must:

- be native (or equivalent level) English speaker with strong written business communication skills in English, and fluent in at least one Asian language;
- have practical knowledge of how international capital markets work and how they are regulated;
- have experience working in secondary capital markets, repo markets, and/or fintech;
- have a good understanding of national debt capital markets across Asia-Pacific jurisdictions; and
- be flexible in terms of the role, and in particular to have a willingness to take on tasks at different levels depending on the needs of local and international colleagues.

Preferred qualifications

For this role, ICMA would prefer a candidate with the following qualifications:

- Graduate degree in law, business, or finance;
- At least two years of experience in the financial industry;
- Direct experience working on transactions in the *international bond markets*, on behalf of underwriters, traders, issuers, investors, and/or legal counsel.
- Experience in coding and/or development of financial technology infrastructure