



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Quantitative Analyst
Division: Trade and Debt Advisory Services Division
Debt Management Section
Grade: H

Reports To: Adviser and Head of Debt Management Section (DMS)

General Information

The Trade and Debt Advisory Services Division is a major development co-operation instrument of the Commonwealth Secretariat, supporting the development efforts of member countries through technical assistance and capacity building. A significant part of the Division's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise. The Division has two sections: the Debt Management Section and the Trade Competitiveness Section.

The Debt Management Section (DMS) provides an integrated package of technical assistance in debt management through policy advisory support, capacity building activities and provision of debt management solutions for strengthening and reforming debt management framework, policy and operations. Policy advisory support is provided on legal framework and institutional arrangements on public debt management; the formulation and implementation of debt management strategies including the development of local currency debt markets and access to international capital markets; debt restructuring and liability management operations. Development and support in the use of the world-leading debt management software solutions comprise the provision of Commonwealth Secretariat Debt Recording and Management System (CS-DRMS) for recording of debt database and supporting back office functions which is used in over 60 countries globally; the recently launched public debt analytical tool - Commonwealth Secretariat Horizon based on a risk management framework; and the Commonwealth Secretariat - Securities Auctioning System (CS-SAS) for supporting operations on auctions of government securities. The Section also supports countries in the building up a comprehensive and good quality debt database in CS-DRMS in line with best practice in debt data statistics and assists in the preparation of debt bulletins. Capacity building support is also provided to strengthen institutional and local capacity on debt management through the provision of hands-on training workshops and other distance learning programme on related areas on debt management.

Job Summary

Reporting to the Adviser and Head, Debt Management Section, the post holder will be working closely with the DMS team to undertake quantitative analysis and forecasting of macroeconomic and financial market variables in a country as part of policy advisory support; support the deployment of Horizon in member countries for risk analysis; and contribute to the analytical enhancement of debt management solutions.

Task Description

The post-holder will be required to:

- Support the development of sovereign debt management strategies in member countries by providing analysis on:
 - macro-economic and financial variables;
 - domestic and international financial market conditions;
 - risks and costs associated with current and potential debt management strategies; and
 - sovereign contingent liabilities;
- Contribute to the enhancement of Commonwealth Secretariat Debt Management Solutions for providing stochastic risk analysis covering market, refinancing and credit risk for sovereign asset-liability management;
- Facilitate training through in-country training and regional workshops on:
 - debt management policy and analytical issues; and
 - the use of the Secretariat's software solutions for formulation and implementation of debt management strategies;
- Disseminate the work of DMS through publication, newsletters, website and other media;
- Travel to countries for country missions, workshops and also represent DMS in various international conferences;
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time.

Personal Specification

Education: A post-graduate qualification in economics or quantitative finance.

Experience: A minimum of 5-8 years' debt management experience, gained in government or international organisations, or a post-doctoral research in one or more of the following areas:

- Analysis of fixed income markets and sovereign yield curves;
- Risk management analysis based on stochastic analysis;
- Programming in Matlab (or similar) tools;
- Writing analytical and advisory reports.

Desirable: Knowledge and practical experience in the following areas of work will be considered as an added advantage but not essential:

- Knowledge of sovereign asset-liability risk management framework;
- Past record in authoring publications;
- Knowledge of debt management systems.

Competencies:

Respect for Diversity

Works effectively with people from all backgrounds
 Treats all people with dignity and respect. Treats men and women equally.
 Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making
 Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group. Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

Working with Others

Manages conflict and works towards mutual solutions
 Identifies organisations with which to partner for specific solutions
 Encourages others and provides them with the autonomy to pursue relationships
 Uses personal influence to establish compromise and agreement when faced with conflict
 Demonstrates balance between directness and diplomacy in negotiations
 Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims
 Encourages and supports others in demonstrating cultural awareness when working with others

Managing Resources

Manages programme and cross team activities against specific objectives/results
 Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia
 Identifies the best method and resources when high level course of action has been identified
 Analyses available resources and what activity they will enable
 Takes responsibility for multi team/programme activities
 Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions
 Is proactive and responsive in making decisions on complex, technical issues based on appropriate information
 Considers the relevant justifications for a particular course of action
 Takes context into consideration when making decisions
 Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate
 Bases actions and approaches on the root cause of an issue, rather than the symptoms



Accountability

Takes ownership of assigned tasks, honors deadlines

Ensures timely delivery of outputs within defined cost and quality standard parameters

Takes responsibility for own shortcomings and compliances

Supports subordinates, provides oversight and takes responsibility for all delegated assignments

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia