The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association’s 54 member governments in advancing democracy, development and respect for diversity.

Debt Management Unit

The Debt Management Unit (DMU) under the Economic, Youth & Sustainable Development Directorate 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.

Integral to the work of the Unit is the development and support in the use of the world-leading debt management software solutions comprise the provision of the latest Commonwealth Secretariat debt management system (Commonwealth Meridian) and support of Commonwealth Secretariat Debt Recording and Management System (CS-DRMS) for recording of debt and lending financial instruments. The system is designed to fully support activities debt management offices covering the functions of front, middle and back offices. The Unit also supports countries in the building up of a comprehensive and good quality debt database in line with best practice in debt data statistics and assists in the preparation of debt bulletins. In addition, capacity building support is provided to strengthen institutional and local capacity in debt management through the provision of hands-on training workshops and other distance learning Programme on related areas in debt management.

Young People in the Commonwealth

Young people (under 30 years) constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 54 member states.

The Commonwealth sees young people as assets to their societies, with a proven capability to contribute to and lead change. It is vital to ensure they are developed and empowered to realise their individual potential, and to contribute to their countries’ development and the success of the Commonwealth.
Accordingly, under its Young Professionals Programme (YPP), the Commonwealth is designating a number of junior technical positions for young people.

**Job Summary**

DMU (Debt Management Unit) is led by an Adviser and Head and comprises Debt Management Advisers, Economist Analyst, Advisor & Team Leader (IT Systems), Business Analysts, Programmers, Test Analyst, and programme assistants. The section also engages external consultants from time to time.

Reporting to the Adviser & Team Leader (IT Systems) of DMU and working as part of a team of economists, debt specialists and IT professionals, the Assistant Systems Analyst & Developer will be responsible for developing, enhancing, and supporting UI automated testing into our Azure DevOps CI/CD pipelines to increase test coverage, improve accuracy, detect defects early and ensure we deploy robust and high-quality software releases.

**Task Description**

1. The main duties of the Assistant Systems Analyst & Developer are as follows:
   - Working in a team of public debt specialists, economists, and IT professionals develop and maintain UI automation scripts for regression and end-to-end testing, to improve quality across the Commonwealth Meridian lifecycle;
   - Develop a strong understanding of the project, product features and architecture and align these with our test automation objectives;
   - Take part in the analysis of user needs in consultation with Debt Advisors, Business Analysts and other stakeholders;
   - From the testing perspective, contribute towards the development of technical specifications requirements;
   - Carry out unit testing and integration testing of new features or modifications to the software;
   - Participate, as part of the DMU IT team, in system and release testing of the software modules for conformance with user specifications, performance, security and other software quality attributes; logging all software defects in DMU’ incident tracking system;
   - Document all development tasks at a technical level using available tools;
   - Make recommendations on coding standards for in-house development.

2. Perform any other duties as may be required from time to time.
**Person Specification**

**Education**

**Essential:** Professional qualification in software development or any other qualification acceptable to the Secretariat with a major part relevant to computing. The ideal candidate will have very strong Microsoft .NET, C#, and Visual Studio skills.

**Desirable:** Strong hands-on experience of writing SQL queries.

**Experience**

**Essential:**

a) Software development experience

b) At least 1 year demonstrable experience of Microsoft .NET, C#, and Visual Studio skills;

c) Hands-on experience of using NUnit/Selenium WebDriver for test automation;

d) Hands-on experience in developing automated test scripts;

e) Hands-on experience in a software testing including integration, system, end-to-end and maintenance testing;

f) Demonstrable understanding of HTML, XML, CSS, and browser DOM

**Desirable:**

a) Some experience working in a software testing and QA (Quality Assurance) role including integration; system, end-to-end and maintenance testing;

b) Understanding of the software development and testing lifecycle.

- This position is reserved for Young Professionals, so, to be considered, candidates must be 27 years or younger at the date of close of applications; and

- Candidates must also be a citizen of a Commonwealth country.
## 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.
- Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
- Changes systems and processes when biases are identified.

### Working with Others
- Promotes teamwork and removes barriers to effective team working.
- Provides advice and guidance for others sensitively and where appropriate.
- Establishes ownership for relevant activities from the outset.
- Develops a wide network, including senior level contacts to facilitate activities and further own knowledge.
- Manages expectations of member states e.g., to ensure the alignment of what is requested and what Commonwealth Secretariat can offer.
- Demonstrates an ability to negotiate with and influence senior colleagues and contacts.
- Proactively liaises with other divisions, partners & third parties.

### Developing & Applying Professional Expertise
- Applies specialist knowledge to achieve anticipated results.
- Proactively identifies how to develop specialist knowledge.
- Presents self as credible to both internal and external contacts.
- Summarises/presents technical information in a manner that others can understand.
- Acts as a technical advisor to others to facilitate achievement of desired outcomes.
- Uses specialist knowledge to bring an alternative perspective to a situation.
- Liaises with stakeholders to facilitate implementation of recommendations.
- Uses experience and advanced technical expertise to support others.

### Accountability
- Takes ownership of assigned tasks, honours deadlines.
- Ensures timely delivery of outputs within defined cost and quality standard parameters.
<table>
<thead>
<tr>
<th><strong>Takes responsibility for own shortcomings and compliances</strong></th>
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<tr>
<td><strong>Decision Making</strong></td>
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<tr>
<td>Considers the relevant justifications for a particular course of action</td>
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<td>Takes context into consideration when making decisions</td>
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<td>Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate</td>
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<td>Bases actions and approaches on the root cause of an issue, rather than the symptoms</td>
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<td><strong>Leadership &amp; Development</strong></td>
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<td>Mentors colleagues effectively e.g., by suggesting development goals and providing on the job coaching inter alia</td>
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<td>Provides constructive feedback to team members and colleagues with confidence and sensitivity</td>
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<td>Actively seeks feedback on own performance and acts to modify behaviours where necessary</td>
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<td>Inspires others through own enthusiasm</td>
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