# JOB AND TASK DESCRIPTION

| **Job Title:** | **Division:** | **Pay point:** |
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| Adviser, Debt Management (2 year – fixed term non-renewable) | Special Advisory Services Division (Debt Management Section) | F |

**Reports To:** Adviser and Head of Section (DMS)

## General Information

The Special Advisory Services Division (SASD) 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 four sections: the Economic and Legal Section, the Debt Management Section, the Trade Section and the Enterprise and Agriculture Section.

The Debt Management Section (DMS) provides an integrated package of assistance in debt management, focusing on improving institutional arrangements; the legal framework; developing and implementing debt management policy and strategy and debt market development; development of world-leading computer software such as the Commonwealth Secretariat Debt Recording and Management System (CS-DRMS) and soon to be released, Public Debt Analytical Tool (PDAT). DMS also assists in intensive capacity building, including training on various aspects of debt management and the use of its debt management systems.

In addition to providing the above regular services to member countries, the DMS is taking additional responsibilities that will include working closely with the World Bank and other development partners under the Bank's Debt Management Facility (DMF) created to help build debt management capacity and institutions in Low Income Countries (LICs) so that the countries can build on the gains made through the Heavily Indebted Poor Country (HIPC) and Multilateral Debt Relief Initiatives (MDRI) initiatives. It is in that regard that ComSec seeks to engage the services of an experienced debt management expert to adequately cater for the increase in demand for our advisory support and capacity building services, particularly the implementation of the Debt Management Facility (DMF) initiative of the World Bank.

## Job Summary

Working closely with the DMS and World Bank DMF team, you will manage and implement a portfolio of debt management projects designed to strengthen debt management capacity in member countries through advisory support and capacity building initiatives. To that end you will be expected to undertake the following: assist member countries formulate sound policies and strategies for debt management and the development of domestic debt markets; assist governments put in place sound legal and institutional frameworks for debt management; assist the countries build local technical capacity to sustain compliance with the recommended debt management practices. In addition, you will be required to closely work with the DMS team comprising economists and

IT professionals for enhancing the analytical features in the CS-DRMS system towards supporting effective and sound debt management practices.

**Task Description**

The post-holder will be required to:

- Undertake assessment of status of public debt management in member countries using the Debt Management Performance Assessment (DeMPA) tool of the World Bank, working closely with staff of the Bank;
- Design debt management reform programmes geared to strengthening public debt operations, debt management policies and strategies, debt management laws and institutions and the development of domestic debt markets, building on DeMPA results;
- Assist countries in the formulation of Medium Term Debt Management Strategies (MTDS) using the IMF/World Bank Medium Term Debt Management Strategy (MTDS) Toolkit;
- Work with member governments and developmental partners like the IMF and World Bank on joint missions to countries;
- Assist member countries to formulate and implement debt management strategies through the application of the soon-to-be-released Public Debt Analytical Tool;
- Advise member countries on institutional reforms on debt management;
- Manage various debt management projects including one designed to enhance the co-ordination of country interventions under the DMS program and Debt Management Facility;
- Conduct in-country and regional workshops on debt management issues;
- Undertake any other ad hoc assignment as determined by the Adviser and Head of Debt Management Section.
- Travel to countries for country missions, workshops and also represent DMS in various international conferences.

**Personal Specification**

**Education:**

Essential: A first degree and a post-graduate qualification in economics, finance or a related subject.

**Experience:**

Essential: A minimum of 7 years' debt management experience, gained in government or international organisations, in one or more of the following areas:

- Public debt policy including debt management strategy formulation and implementation especially on market borrowings;
- Risk management frameworks and methodologies of public debt and fixed income markets analysis;

- Expertise on institutional arrangements, governance framework and legal framework on debt management;
- Market knowledge related to development of domestic debt market and functioning of international capital markets.

**Competences:**

Applicants should be able to demonstrate:

- Knowledge of public debt management policy issues at a comprehensive level;

- The ability to use output from the frameworks for debt analysis to guide the formulation and implementation of debt management policy and strategy;

- Clear understanding of inter linkages between debt management and macroeconomic policy, including fiscal, monetary and exchange rate policies for the implementation of debt strategies including liability management operations;

- Advanced quantitative skills supporting debt analysis;

- Writing analytical and advisory reports and past record in authoring publications;

- Good written and verbal communications, and networking skills;

- Good IT skills, including e-mail and Word;

- Ability to produce high quality work under tight time schedule;

- In addition, all staff appointed to the Secretariat is expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

## Competencies:

| Respect for Diversity |
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| 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, honours 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 |