

Debt Analyst I – Front Office Debt Management Division

Kind of Work

Responsible work in the field of Debt Management and Economics.

Distinguishing Features of Work

An employee in this class conducts research, analyses economic data and trends to aid in the solution of problems affecting the financing of Government's fiscal position and the domestic and external debt portfolio. Work involves the compilation of economic and statistical data and review of debt documentation in relation to debt instruments to ensure they adhere to approved policies.

Work is performed with some initiative and independent judgment, but the employee receives general direction from Senior Debt Analyst and the Debt Analyst II who review work through discussions and analysis of reports.

Examples of Work

Review Agreements to standardize legal documents utilized for the issuance of debt instruments.

Participates in the negotiation of documentation related to the issuance of debt instruments.

Generate debt maturity profiles using CS-DRMS/Meridian to facilitate analysis of tenors for the issuance of debt instruments.

Assist in the preparation of Cabinet Notes for the issuance of Award of Mandate other documents related to debt instruments.

Assist in the preparation of Request for Proposals for the issue of debt instruments.

Represents the Ministry of Department at meetings and on committees appointed to discuss matters having economic and debt implications.

Compiles, analyses loan documentation to identify clauses that is not in the interest of the Government.

Assist in the conduct of market reads to identify the appetite of financial institutions for Government Paper.

Required Knowledge Skills and Abilities

Knowledge of the theory and principles in the practice of Economics or Finance and debt management.

Knowledge of current developments in economic and fiscal matters with particular emphasis on the Caribbean.

Ability to analyze and evaluate problems objectively and to recommend appropriate action.

Ability to express ideas clearly and concisely and to prepare comprehensive reports on economic and debt issues.

Ability to establish and maintain effective working relationships with other employees in the public sector.

Ability to effectively manage multiple tasks simultaneously.

Ability to quickly learn and utilize computerized database and reporting systems.

Knowledge of computer applications pertaining to economic and debt management including MS Excel.

Sound investigative, analytical and critical thinking skills.

Sound written and oral communication skills inclusive of presentation, networking and interpersonal skills.

Minimum Experience and Training

Training as evidenced by possession of a Bachelor's degree in Economics or Finance from a recognized University. Experience in word-processing and spreadsheet software, as well as data-entry and manipulation of database software would be an asset.

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