

JOB AND TASK DESCRIPTION

Job Title: Software Architect - Developer (2x posts)

Directorate: Economic Development, Trade and Investment

Grade: H

Reports To: Adviser and Head - Debt Management Unit through the Adviser & Team Leader (IT Systems)

General Information

The Debt Management Unit (DMU) implements the debt management programme of the Secretariat, which provides its member countries with an integrated package of assistance in debt management covering policy advisory support, capacity building through training, and provision of debt management systems. Policy advisory support includes improving institutional and legal arrangements for debt management, developing and implementing debt management strategies, and market development.

Through provision of the world-leading Commonwealth Secretariat Debt Recording and Management System (Commonwealth Meridian), the Secretariat enables client countries to effectively manage their debt at central and state government levels, targeting back, middle, and front office functions. Commonwealth Meridian is currently deployed in over 40 countries.

Commonwealth Meridian is built using ASP.NET MVC 4, with Entity Framework for data access from both SQL Server and Oracle backends. The UI is developed with KendoUI for jQuery. The Secretariat uses Azure DevOps for deployments and agile project management. Test automation is written in NUnit using Selenium WebDriver. The application also includes REST APIs, Swagger, and extensive use of design patterns for domain logic – it is a web-based application managed through the Azure DevOps framework.

DMU is led by an Adviser and Head, and comprises Debt Management Advisers, Economist Analysts, an Adviser & Team Leader (IT Systems), a Business Analyst, Systems Development Officers, Programmers, a Test Analyst, and Programme Assistants.

Job Summary

Reporting to the Adviser & Head of DMU and working as part of the team led by the Adviser & Team Leader (IT Systems), and in coordination with business analysts, economists, debt specialists, and IT professionals, the Software Architect - Developer is responsible for the development and maintenance of the Secretariat's Debt Management Software (Commonwealth Meridian), with a view to producing a quality product that responds to user needs. post holder is also expected to provide technical support to clients.

Task Description

The main duties of the Software Architect - Developer are as follows:

- Support and enhance the ASP.NET MVC 4 web application.
- Make recommendations on coding standards for in-house development.
- Participate in peer reviews of source code and other software artefacts.
- Develop and code assigned modules or feature sets of the software.
- Review and recommend the IT infrastructure required for the effective use of Commonwealth Meridian.
- Design, develop, and implement secure solutions that protect Commonwealth Meridian against cyber threats, including compliance with relevant security frameworks and vulnerability assessments.
- 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 software modules for conformance with user specifications, performance, security, and other quality attributes; logging all defects in DMU's incident tracking system.
- Document all development tasks at a technical level using available tools.
- Document development tasks at a user level by writing appropriate help content using available tools.
- Perform bug fixes and implement new features.
- Ensure the performance, quality, and responsiveness of applications.
- Identify and resolve bottlenecks and fix bugs.
- Help maintain code quality, organisation, and automation.
- Contribute to the analysis of user needs in consultation with DMU's Debt Advisers, Business Analyst, Systems Development Officers, and other stakeholders.
- Contribute, together with DMU's systems development officers, to the elaboration of technical specifications and the design of specific software components.

In the context of enhancing software development activities, the Software Architect - Developer may also be expected to make recommendations on the acquisition of appropriate development tools.

With a view to maintaining a good level of support, the Software Architect - Developer, whenever requested by the Adviser and Team Leader (IT Systems), would also attend to user support queries and participate in the prioritisation, diagnosis, and resolution of support issues.

Perform any other duties as may be required from time to time.

Person Specification

Education

Essential

A Master's and/or Bachelor's degree in Computer Science or a related software development discipline acceptable to the Secretariat, with a major component relevant to computing.

Desirable

A postgraduate qualification or professional certification in software architecture, cybersecurity, or a related field.

Experience

Essential

A minimum of five years' financial or business software development experience, including:

- Strong experience with Azure DevOps, version control systems, and cloud technology.
- Web-based application development experience with Microsoft .NET Framework, C#.NET, ASP.NET; and familiarity with the Visual Studio development environment.
- Extensive development experience with REST APIs, Swagger, and OpenAPI specifications.
- Development experience with Large Language Models (LLMs) , e.g., OpenAI GPT series, Google Gemini, Anthropic Claude, or equivalent platforms.
- Demonstrated experience integrating AI/LLM capabilities into enterprise applications, including prompt engineering, API orchestration, retrieval-augmented generation (RAG), and responsible AI governance practices.
- Strong experience with Kendo UI.
- Strong knowledge of JavaScript (jQuery) and Entity Framework.
- Strong SQL and stored procedure programming skills, using Microsoft SQL Server and Oracle.

Desirable

- Exposure to Scrum and Agile software development processes.
- Knowledge of financial management systems. Experience with public debt management systems or international financial institution environments would be an advantage.
- Understanding of how AI and machine learning can be applied to public debt management functions, including but not limited to: cash flow forecasting, debt sustainability analysis (DSA), risk modelling, scenario simulation, and natural language generation of debt management reports.
- Familiarity with AI-driven data analytics tools and their integration into government financial information systems (GFIS), including considerations around data privacy, model interpretability, and auditability in a sovereign debt context.
- Awareness of multilateral and international frameworks governing responsible AI use in public financial management, such as those issued by the IMF, World Bank, or relevant Commonwealth guidelines.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect; actively fosters an inclusive working environment within the team.

Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates this 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.

Acts to change systems and processes when biases are identified, within own sphere of influence.

Working with Others

Promotes teamwork and removes barriers to effective collaboration.

Provides advice and guidance to 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 and other stakeholders, ensuring alignment between what is requested and what the Commonwealth Secretariat can deliver.

Demonstrates an ability to negotiate with and influence senior colleagues and contacts.

Proactively liaises with other divisions, partners, and third parties.

Communicates complex technical concepts clearly to non-technical stakeholders, including debt management advisers, economists, and government counterparts.

Developing and Applying Professional Expertise

Applies specialist knowledge to achieve desired results.

Proactively identifies ways to develop specialist knowledge, including emerging technologies relevant to public financial management systems.

Presents credible to both internal and external contacts.

Summarises and presents technical information in a manner that others can understand.

Acts as a technical adviser 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, including in-country debt management teams and Commonwealth Meridian users.

Accountability

Takes ownership of assigned tasks and honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standards.

Takes responsibility for own shortcomings and ensures compliance with relevant organisational and technical standards.

Maintains transparent and accurate records of development activities, defects, and resolutions in line with DMU's quality assurance processes.

Decision Making

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.

Applies evidence-based and data-driven reasoning when evaluating technical options, architectural choices, or system changes affecting Commonwealth Meridian.

Leadership & Development

Mentors colleagues effectively, for example by setting development goals and providing on-the-job coaching and constructive guidance.

Provides constructive feedback to team members and colleagues with confidence and sensitivity.

Actively seeks feedback on own performance and acts to modify behaviours where necessary.

Inspires others through personal enthusiasm and commitment to continuous improvement.

Champions knowledge-sharing across the DMU IT team, including disseminating learnings from AI integration, software architecture decisions, and system enhancement initiatives.

Digital Innovation & AI Literacy

Demonstrates awareness of current and emerging AI technologies and their practical applications in enterprise and government software environments.

Applies understanding of AI/LLM integration (including prompt design, API orchestration, and retrieval-augmented generation) to enhance the functionality and user experience of Commonwealth Meridian.

Understands the relevance and potential of AI-driven tools for public debt management functions, including debt sustainability analysis, cash flow forecasting, risk modelling, and automated report generation.

Promotes responsible and ethical AI use, including attention to model transparency, auditability, data privacy, and bias mitigation in government financial systems.

Keeps abreast of international guidance on AI in public financial management (e.g., IMF, World Bank, Commonwealth frameworks) and translates this knowledge into practical software design considerations.

Supports colleagues and member country counterparts in building confidence and capability with AI-enhanced features of Commonwealth Meridian.

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