

# **INTERNATIONAL MONETARY FUND FIELD OFFICE IN RWANDA**

## **RECRUITMENT NOTICE OF AN OFFICE MANAGER**

**Duty station:** Kigali, Rwanda

**Duration of commitment:** One (1) year but renewable for up to three years.

**Start date:** preferably March 2023

### **Organizational Setting and Reporting Relationships:**

The Office Manager (OM) has sole responsibility and authority for the overall organization, management, and delivery of office support services. The position takes responsibility with respect to every aspect of an assignment by acting independently and professionally and creating and promoting collaboration and high-quality work. OMs think strategically and actively contribute to and support the delivery of the Resident Representative Office's agenda. The OM reports to the Resident Representative.

### **Duties and Responsibilities:**

Within limits of delegated authority, the Office Manager (OM) is responsible for the following duties and responsibilities:

- Provides administrative and executive support to the Resident Representative.
- Monitors and reviews the budget. Processes and follows up on all budget-related issues, e.g., enters accounting documents related to office management (customers, suppliers, cash) for the budget, manages supporting documents / receipts, updates inventory, follows up on supplier invoices and unpaid bills, prepares payments and bank reconciliations. Prepares budgetary information required for quarterly reviews. Takes responsibility for sending receipts to Headquarters on a timely manner as per budgetary procedures.
- Manages the preparation and coordination of all logistical arrangements for domestic and international travel, conferences, workshops, and meetings. This includes logistical support for incoming missions, e.g., mission schedules, travel arrangements, and drivers.
- Establishes and maintains an effective database of contacts with government officials, donors, civil society, academia, business, headquarters, and other resident missions. Works with COM staff in the development/maintenance of the IMF Country web site; coordinates with the economist staff on the development/maintenance of the COM office website.
- Provides leadership, and guides staff within the office on administrative and ad hoc issues.
- Manages human resource (HR) actions, e.g., recruitment and training, and participates and contributes to the preparation of staffing plans.

- Facilitates the exchange of IT information within the Resident Representative office. Coordinates office technology and its application and identifies and assists in the resolution of a wide range of technology-related problems (hardware, software, and communication).
- Coordinates and manages complex meeting agendas, solves scheduling issues, responds to requests from high level government officials, both local and foreign.
- Performs a variety of document production and editing functions, including memoranda, notes, email and mail correspondence, reports, presentations and others
- Manages routine review and gathering of information from newspapers, press releases, newsletters, clipping services, and media sources pertaining to the IMF and its work or policies.
- Performs other ad hoc duties as required.

### **Qualifications and Experience:**

- Bachelor's degree and several years of relevant experience in office management; training in business administration or finance and accounting is desirable. Experience working for international organizations, central banks or government agencies will be a plus.
- Thorough knowledge and use of headquarters-based systems (Word, Excel, and PowerPoint).
- Excellent oral and writing skills. Editing skills and knowledge of budget systems are desirable.
- Excellent interpersonal skills; ability to work well with others.

### **Applications should include:**

- A cover letter,
- A detailed and up-to-date Curriculum Vitae (CV)
- Identification documents (passport and/or national identity card)
- At least two (2) professional references with contact details.

**Interested candidates who match the criteria above are requested to send their CVs, along with cover letters to [rr-rwa@imf.org](mailto:rr-rwa@imf.org) no later than March 3, 2023.** Salary will be competitive and in line with UN scale. Only shortlisted candidates will be contacted for an interview.