

JOB AD: Training Center Assistant/Course Administrator (Short-term)

Institution:

The International Monetary Fund (IMF)'s Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC) provides technical assistance, hands-on peer workshops, seminars, webinars, and other capacity development services on fiscal, monetary, financial sector, general macroeconomic and statistics issues to nine countries in the region: Armenia, Azerbaijan, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan. CCAMTAC started its virtual operations in February 2021. The office in Almaty is headed by the CCAMTAC Director and staffed with a group of regional advisors / long-term experts (LTXs), Administrators, and other staff. Support for its operations is provided by the host country, Kazakhstan, other member countries, and a group of development partners.

The IMF invites applications for the following short-term position as Training Center Assistant / Course Administrator: Depending on qualifications and experience, the position is broadly aligned with the entry level of the UN (GS-3, GS-4). A course administrative is expected to perform many of the responsibilities relatively independently. The selected candidate will perform a wide variety of support functions in the office to prepare for, conduct, and follow-up on regional workshops. The tasks are varied and broad. The main duties and responsibilities are envisaged as follows:

- Assisting in planning regional workshops/seminars/conferences delivered by CCAMTAC mostly in Almaty, including assisting in coordinating and booking travel, hotel arrangements, transfers, catering, and working with vendors;
- Arranging logistics for the conduct of workshops and seminars, including room set-up, pre-seminar check of equipment, preparation of participant badges, name plates, certificates; coffee breaks; operating office machines;
- Serving as contact person for participants for logistical questions;
- Preparing and editing group photos for outreach and assisting with social media posts;
- Contributing to the organization of regional online seminars and webinars, and serving as host;
- Collecting and maintaining data on training activities and responding to requests;
- Contributing to documents or presentations on workshop activities of the center;
- Covering the reception desks when needed;
- Assisting in daily office needs, and performing other tasks as assigned by the Director or Office Manager.

Job Qualifications:

Background: A bachelor's degree or secondary school diploma, preferably with a minimum of two years of relevant experience, or a student aiming for a bachelor's / master's degree from an accredited university.

Main skills: The TA / CA is expected to have an interest in administration and engaging with officials from the region, paired with an attention to detail and accuracy. She / he will need to be a service-oriented

team player, flexible and open minded, with a strong interest in learning and drive for results. The TA/CA will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with CCAMTAC staff. The TA should have good organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills. She or h0e should like to be engaged in a variety of different supporting tasks. She / he is expected to learn new work and also be comfortable in a multi-cultural office. Access to a computer is also needed. Good knowledge of MS office and first work experience in training organization and in an international environment (e.g., internship) are an advantage.

This is a temporary position (up to 6 months) in Almaty. Depending on mutual agreement, it could be a full-time or a part-time (50 percent) position. Working hours will be mutually agreed.

Language: Written and verbal fluency in English (the official language of the IMF and working language of CCAMTAC) and Russian are required.

Application procedure:

Please send a curriculum vitae/job resume and one-page cover letter in English describing your interest, availability (part-time or full time), and suitability for the position by e-mail to cc-camtac@imf.org no later than August 27, 2023.

Only short-listed candidates will be contacted