

**International Monetary Fund**  
**VACANCY ANNOUNCEMENT**

The IMF Resident Representative Office for Somalia, located in Nairobi, is looking for a highly qualified **OFFICE MANAGER** to join its team, preferably starting in July 2023. This is a full-time position based in Nairobi.

**Organizational Setting and Reporting Relationships:**

The Office Manager (OM) has responsibility and authority for the organization and management, of Technical Assistance activities financed by the Somalia Country Fund (SCF). These positions take responsibility with respect to every aspect of an assignment by acting independently and professionally, and creating and promoting collaboration, high quality work. They think strategically and actively contribute to and support the delivery of the Resident Representative Office's agenda. The Office Manager reports to the Resident Representative

**Duties and Responsibilities:**

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

- Provides comprehensive administrative and/or executive support to the Resident Representative.
- Ensures smooth operation of office support work and related systems.
- Supervises/manages preparation and coordination of all logistical arrangements with respect to domestic/international travel, conferences, workshops, financed by the Somalia Country Fund (SCF). This includes interpretation of rules and regulations with respect to all forms of travel and logistical support for incoming missions, e.g., mission schedules, travel arrangements, drivers, etc.
- Sets up provisional budgets for each TA mission, frequent interactions with HQ on SCF and budget issues.
- Establishes and maintains an effective database of contacts with government officials, donors, civil society, academia, business, headquarters, and other resident missions. Works with ICD staff in the development/maintenance of ICD TA database.
- Serves as the first point of contact with Somali officials at various levels regarding the TA mission organization
- Coordinates and manages complex meeting agendas, solves scheduling issues, responds to requests from high level government officials.
- Plays a crucial role in planning and monitoring the use of the SCF budget. Processes and follows up on all SCF budget related issues, e.g., consultant contracts, travel arrangements, payment requests, etc.
- Interacts frequently with the following: staff at all levels throughout the Resident Representative Office; visiting IMF missions; visiting TA missions; officials (internal/external), donors, civil society, academia, business, and other resident missions.

**Competencies and necessary skills:**

- Organizational Skills: organization of events, logistics, administrative aspects, coordination and communication with authorities, vendors and administration, guest reservations, etc.
- Budget Management: Setting up provisional budgets, keeping cost of events within budget, frequent interactions with HQ on budget issues. Task Management - (a) leads by example in a way that demonstrates ownership and accountability, (b) leads to ensure successful results-oriented delivery, and (c) analyzes, synthesizes, and clearly presents information from large complex internal/external databases.
- Client Focus - (a) displays an in-depth knowledge and understanding of the institution's priorities, programs, and products, (b) establishes strong working relationships and engages in substantive matters with internal/external clients.
- Communication - (a) creates an environment where respect, tact, and consideration for all cultures are used in all communication, (b) encourages dialogue with others/encourages staff to share knowledge, (c) demonstrates a strong command of all forms of communication and delivers same in a consistent high-quality manner, and (d) handles sensitive and confidential matters with integrity. (e) communicate effectively with Kenyan and Somali administration; (f) negotiate hotel rates, as well as airplane tickets prices; (g) covering all aspects of the organization of the event, being proactive, anticipating possible obstacles.
- Personal Leadership - (a) motivates, mentors, and develops others, (b) provides advice and shares knowledge, (c) leads by example, (d) seeks and receives feedback about own skills and ways to improve, and (e) seeks ways to improve/pursues personal development and training opportunity.

**Qualifications and Experience:**

- Bachelor (or equivalent) degree and several years of relevant experience in handling office management.
- Thorough knowledge and use of IMF headquarters-based systems (Word, Excel and PowerPoint), excellent writing, mathematical and computer skills.
- Language: Fluency in oral and written English and the national official language as required.
- Experience with development partners and/or NGOs is a plus

Interested candidates who match the criteria above are requested to send their CVs, along with cover letters to [wirungu@imf.org](mailto:wirungu@imf.org) no later than June 25, 2023. Salary will be competitive and in line with UN scale. Only shortlisted candidates will be contacted for an interview.