Vacancy Announcement: Administrative Assistant – CCAMTAC (short-term contractual)

Institution:

The International Monetary Fund (IMF)’s new Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC) provides technical assistance, hands-on peer workshops 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 virtually opened in February 2021, the physical opening in Almaty planned for 2022. The office will be headed by the CCAMTAC Coordinator and staffed with a group of long-term advisors (LTXs), Administrators, and other staff. Support for its operations are provided by the host country, Kazakhstan, other member countries and a group of development partners.

Administrative Assistant (AA): This is a short-term position for six months. It is not renewable. Depending on demand, it is possible that CCAMTAC will offer in the future longer-term contracts. The work will initially be performed in a hybrid manner – virtually and in a temporary office in Almaty. CCAMAC is in the process of setting-up its normal office. The position is aligned with the entry level of the UN (GS-5).

The selected candidate will perform a wide variety of administrative functions in the office, in support of the head of the center, the office manager and the LTXs. A critical part of the position is also to provide support in the area of information technology. As the office is being set-up, in the initial phase the tasks may be particularly varied and broad. The main duties and responsibilities are envisaged as follows:

1. **Technical assistance / events planning and travel arrangements**
   - Planning and coordinating technical assistance activities, missions and workshops/seminars/conferences delivered by CCAMTAC and the LTXs—both virtual and face-to-face in-country and in other member countries, if face-to-face activities resume.
   - Coordinating the organization of webinars, including with interpretation, and serving as host.
   - Preparing, disseminating, and archiving technical assistance / events material, including briefing papers, programs, invitations, presentations, back-to-office reports and evaluations.
   - Performing administrative and logistical tasks related to official travel by office staff, including preparation of travel authorizations, visa, and expense reports.

2. **Information technology assistance**
   - Supporting the CCAMTAC team in planning and selecting IT equipment for the office that is being set-up.
   - Updating the CCAMTAC website.
   - Helping with IT questions related to seminars and outreach activities and providing support in trouble-shooting local IT issues, in cooperation with the help desk at Headquarters.
   - Editing of photos and videos for outreach.
   - Identifying and working with local IT service provider on network issues.
3. **Document preparation and dissemination**
   - Preparing and formatting office letters, reports prepared by LTXs, and other official documents for dissemination based on IMF standards.
   - Coordinating translations of documents and presentations.
   - Drafting various routine correspondences (emails and letters) on office matters.
   - Liaising with the host country (Kazakhstan) government agencies, on matters relating to diplomatic status, resident permits, and visas.
   - Managing internal record-keeping of office documents.

4. **Other administrative matters**
   - Assisting with the settlement of new external staff.
   - Handling other administrative responsibilities as delegated by the Office Manager or the CCAMTAC Coordinator.

**Job Qualifications:**

**Background:** A bachelor’s degree from an accredited university, preferably with a minimum of two years of relevant experience in office administration or IT administration.

**Main skills:** The AA is expected to have strong office administration skills, paired with a strong aptitude for information technology and an attention to detail and accuracy. As CCAMTAC is being set-up, she/he will need to be very flexible and open minded, with dedication and a good drive for results. The AA will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington. The AA should have strong organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills—both written and verbal. In addition, the AA should have problem solving ability and be able to work under tight deadlines. She/he is expected to learn new work and IT systems pertinent to the IMF; pursue training, as necessary; and be comfortable in a multi-cultural office. Given time differences with IMF headquarters occasional work hour flexibility is needed. Strong working knowledge of Microsoft Word, Excel, and PowerPoint are essential. Access to a computer with high-speed Internet are also needed. Excellent knowledge of IT, including successful completion of MS office training or other IT systems training courses, and work experience in an international environment are a distinct advantage.

**Language:** Written and verbal fluency English (the official language of the IMF and working language of CCAMTAC) and Russian are required. Kazakh or other regional languages are another advantage.

**Application procedure:**

Please send a curriculum vitae/job resume and one-page cover letter in English describing your interest and suitability for the position by e-mail to CC-CCAMTAC@imf.org no later than December 10, 2021.

Only short-listed candidates will be contacted