**JOB AD: IT Administrator – CCAMTAC**

**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 is expected this year. The office is headed by the CCAMTAC Director 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.

**IT Administrator:** This is a one-year contractual position, which is renewable in the case of strong performance and mutual interest. 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 level of the UN (GS-5).

The selected candidate will perform a wide variety of IT administration and technology support functions in the office, in support of the head of the center, the office manager and the LTXs. As the office is being set-up, in the initial phase the tasks may be particularly varied and broad and include other administrative tasks. The main duties and responsibilities are envisaged as follows:

1. **Information technology administration and assistance**
   - Supporting the CCAMTAC team in planning and selecting IT equipment for the office that is being set-up.
   - Coordinating and managing all **IT-related infrastructure** and questions for the delivery of online, hybrid, or in-person seminars and outreach activities.
   - Maintaining and updating the CCAMTAC website (in English and Russian).
   - Preparing and editing photos and videos for outreach.
   - Identifying and working with local IT service providers on network and other issues.
   - Providing support in trouble-shooting local IT issues, in cooperation with the help desk at Headquarters.

2. **Data base management and communication**
   - Exploring and implementing efficient data management and communication tools, including supporting CCAMTAC staff in downloading, organizing manipulating, and visualizing data.
   - Programming of macros in Excel or other software.
   - Implementing evaluations of seminars.
   - Preparing outreach material for the office.

3. **Technical assistance / events planning / document preparation**
   - Coordinating the organization of seminars and webinars, including with interpretation, and serving as host.
• Preparing, disseminating, and archiving technical assistance / events material, including briefing papers, programs, presentations, back-to-office reports and evaluations.
• Performing other administrative and logistical tasks related to the delivery of technical assistance.

4. Other administrative matters
• Handling other IT and administrative responsibilities as delegated by the Office Manager or the CCAMTAC Director.

Job Qualifications:

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

Main skills: The IT administrator is expected to have strong IT administration skills, paired with an aptitude for the breadth of the tasks of a small office 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 IT Administrator will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington. The IT Administrator should have strong organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills—both written and verbal. In addition, the IT Administrator 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 also be comfortable in a multi-cultural office. Given time differences with IMF headquarters occasional work hour flexibility is needed. In addition to excellent knowledge of IT, strong working knowledge of Microsoft Word, Excel, and PowerPoint are also highly desirable. Access to a computer with high-speed Internet is also needed. Successful completion of IT systems training courses and MS office 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 March 20.

Only short-listed candidates will be contacted