

## **International Monetary Fund**

### **The Middle East Regional Technical Assistance Center (METAC)**

#### **Vacancy Announcement: Administrative Assistant (AA)**

##### **Institution:**

METAC was established in October 2004 as a collaborative venture between the International Monetary Fund (IMF), member countries, and bilateral and multilateral development partners.

The center provides capacity development services to member country authorities in the fiscal, monetary, financial sector, general macroeconomic and statistics areas. Technical assistance and training activities are tailored to the needs of METAC's 14 member countries.

##### **Duties and responsibilities**

The selected candidate will perform a wide variety of administrative functions in the office, in support of the Director of the center, the office manager and the long-term experts (LTX), in close coordination with three other Administrative Assistants. The main duties and responsibilities are envisaged as follows:

##### *1. Working closely with resident advisors / LTXs*

- Assists the advisors in coordination and follow-up on Technical Assistance (TA) activities with authorities, mostly Iraq, Libya, and Yemen because of their poor level of English language
- Prepares informal translations from/to Arabic, English.
- Follows up with the advisors on TA activities, and make sure all needed correspondence and mission documents are sent and filed properly: mission information sheet, briefing paper, back-to-office report...).
- Creates and sends virtual meeting details to mission members and ensures that there are no technical difficulties at the launch of the meeting.
- Assists the RAs in flight booking and hotel reservation for their activities to get better deals from local travel agencies, in consultation with Office Manager (OM).
- Responsible for booking flights and hotel reservations for participants in offsite missions in consultation with OM.
- Follows up with the respective RAs on TA summaries to feed the newsletter.

She/he will be working with 3 RAs.

2. *Prepares and coordinates logistics for regional workshops, webinars, and outreach events:*

- Prepares and sends invitations.
- Follows up on confirmation and attendance.
- Responsible for booking flights and hotel reservations for participants in workshops in consultation with OM
- Creates online survey using survey platforms.
- Conducts connectivity tests with the panelists and interpreters (online).
- Creates participant list – and uploads on ICD participants' interface.
- Finalizes related web note

3. *Prepares, edits and disseminates TA-related documents:*

- Notification letters
- Technical assistance reports
- Presentations as requested by RAs and Director
- Updates 2 lists of TA report-related documents

4. *Other administrative matters*

- Assists in in the logistics of the Steering Committee meeting as advised by Senior Administrative Assistant (SAA) and OM.
- Responsible for liaising with the Ministry of Foreign Affairs, with the guidance of SAA, on matters related to METAC Director, and resident advisors such as: Diplomatic cards, shipment of personal belongings, etc.
- Handles the issuance and renewal process of UN IDs for METAC staff in coordinating with SAA.
- Responsible for ordering stationary in coordination with SAA and OM
- Keeps track of proper filing system on METAC's shared drive (with the OM and SAA guidance), DM system and Partners Connect
- Takes minutes of meetings.
- Processes the expense reports for the short-term experts.
- Performs other duties when needed and backs up the work of the other administrative assistants.

### **Job Qualifications:**

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

#### **Main skills:**

Strong office administration skills with attention to details and accuracy; excellent organizational and time-management; good interpersonal and teamwork; effective written and verbal communication skills.

She/he needs to be very flexible, with dedication and a good drive for results; strong problem-solving aptitude and the ability to work under tight deadlines.

She/he is expected to learn new tasks and IT systems pertinent to the IMF; pursue training, as necessary; and be comfortable in a multi-cultural office.

A Strong working knowledge of Microsoft Word, Excel, PowerPoint, and video conferencing tools (Teams, WebEx, Zoom) are essential. Access to a computer with high-speed Internet are also needed for occasional home office work. Other training courses and work experience in an international environment are a distinct advantage.

The AA will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington. Given time differences with IMF headquarters and different working days for member countries, occasional work hour flexibility is required.

**Language:** Written and verbal fluency in English and Arabic are required. French is an added advantage.

### **Application procedure:**

**Deadline for applying is August 25, 2023.**

Qualified candidates to send their Curriculum Vitae and one-page cover letter in English to: METAC-Recruitment@IMF.org, please state in the subject of the email: Job Application to Administrative Assistant.

Only shortlisted applicants will be contacted for interview.

For further information about the Center, please visit [www.imfmetac.org](http://www.imfmetac.org)