



# REGIONAL OFFICE IN RIYADH

## INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Economic Analyst

**Location:** IMF Regional Office in Riyadh, Saudi Arabia

**Reports to:** Deputy Director

**Grade:** NO-A

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). The position offers the opportunity to deepen the understanding of macroeconomic policy challenges, support the preparation of analytical and surveillance notes and reports, and interact with IMF HQ's policy groups conducting research on issues relevant to the region. The selected candidate will report to the Deputy Director and work with the whole team.

The Economic Analyst (EA) provides substantive research, analytical, econometrics, and statistical assistance in support of the ROR work program. The EA works independently, seeking guidance on complex assignments from experienced colleagues.

### 1. Duties and Responsibilities:

Under the supervision of the Deputy Director, the Economic Analyst (EA) undertakes the following duties and responsibilities:

- Independently collects, and compiles country information; maintains and updates quantitative and qualitative economic and financial databases.
- Processes, consolidates, and transforms datasets, within and between databases, using statistical and/or econometric techniques.
- Keeps abreast of developments with respect to IMF policies and platforms such as CDMAP for the management of capacity development services.
- Verifies and reviews databases for accuracy, reliability, coverage, and status.
- Evaluates economic, financial or statistical relationships in databases data to identify country economic trends, relevant information, or developments.
- Performs econometric estimations, model simulations, and forecasts.
- Drafts analytical notes and papers, and produces charts, graphs, and tables.
- Contributes to analytical notes.
- Contributes to the organization of seminars, conferences, and workshops, including by drafting background notes.
- Drafts correspondence to external organizations and country authorities.
- Participates in technical/policy meetings.
- Drafts correspondence to internal/external queries on published work and/or underlying data with regard to technical and methodological issues.
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Note: This list of duties is illustrative of regular and recurring functions, however the EA is expected to back up others and perform similar assigned work.

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### 2. Skills and Qualifications:

#### Education:

- MA/MS (Economics/Finance) in economics, finance, statistics or computer science, or higher.

#### Experience:

- Two or more years of relevant work experience (e.g., econometrics, statistics, finance) or equivalent experience.

#### Skills:

- Excellent knowledge of MS Office (Excel, PowerPoint) is a must. Knowledge of software packages such as Stata, EViews, R, Python, AREMOS, SAS, RATS, or MATLAB is a plus.

#### Language Requirements:

- Proficiency in English and Arabic.

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- Viable candidates must be nationals or residents of the country Saudi Arabia or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance for obtaining work permits.
- The IMF is guided by the principle that the employment, classification, promotion, and assignment of staff shall be made without discrimination against any person. We welcome requests for reasonable accommodations for disabilities during the selection process. Information on how to request accommodations will be provided during the application process.
- Deadline for applying is May 15, 2025
- Please send resume and a cover letter to [IMFROR@imf.org](mailto:IMFROR@imf.org)
- Please state in the subject of the email: Job Application to Economic Analyst
- *Only shortlisted candidates will be contacted for an interview.*