



## REGIONAL OFFICE IN RIYADH

### INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Programs Assistant

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

**Reports to:** Office Manager

**Grade:** GS-4

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). Under the general supervision of the Office Manager, the Program Assistant is responsible for managing all admissions and administrative functions related to workshops and outreach events. The Program Assistant provides essential administrative and logistical support to ensure the smooth operation of workshops and conference. The program assistant plays a key role in coordinating activities, managing data, and supporting the overall mission of the ROR.

#### 1. Duties and Responsibilities:

Within limits of delegated authority, the Programs Assistant undertakes the following duties and responsibilities:

- Assist in the planning and organization of workshops, conferences, and outreach events.
- Handle logistical arrangements, including travel, accommodation, and venue setup for participants and resource-persons.
- Prepare and maintain workshops materials, documentation, and reports.
- Collect and manage data related to workshops, including participant information and feedback.
- Maintain accurate records and databases of workshops and outcomes.
- Assist in the preparation (e.g., formatting) of analytical reports and presentations.
- Develop and distribute communication materials, such as newsletters and brochures, to promote the ROR's programs.
- Serve as a point of contact for participants, addressing logistical questions and providing support.
- Assist in organizing outreach events and maintaining the ROR's online presence by proposing content for social media and for the ROR's webpage.
- Coordinate the logistics of workshops and conferences, including room setup, equipment checks, and catering arrangements.
- Prepare participant badges, name plates, and certificates.
- Support the execution of online seminars and webinars, including technical setup and hosting.
- Assist the Program Officer in the development and implementation of monitoring and evaluation frameworks for workshops and conferences.
- Track and report on the effectiveness and impact of training sessions.
- Identify areas for improvement and recommend corrective actions.
- Support the protocol officer in initiating, coordinating, and implementing induction arrangements for participants related to travel, visa, accommodation, and post-arrival procedures including health insurance, medical, and other emergencies.
- Coordinate and attend briefings on admissions and administrative procedures.
- Work closely with professional staff as part of workshop teams, acting as the main liaison, ensuring the dissemination of workshop's relevant information, for the smooth functioning of assigned



## REGIONAL OFFICE IN RIYADH

workshops, and the resolution of standard participant's/staff's problems and queries.

- Occasionally work outside working hours to ensure smooth delivery of workshop-related activities or to oversee participants' emergencies, when required, and to ensure timely completion of workshop administration.

Note: This list of duties is illustrative of regular and recurring functions, however the incumbent is expected to back up others and perform similar assigned work.

### 2. Skills and Qualifications:

#### Education:

- Bachelor of Business Admin or related field.

#### Experience:

- minimum of four years of relevant experience.

#### Skills:

- Proficiency in the use of Fund standard software, especially Word, Excel, PowerPoint, and PATS, is required.
- Strong interpersonal skills and customer service orientation with ability to work well in teams.
- Strong oral and written communication skills.
- Ability to work accurately and autonomously under established deadlines in a team environment and with proven supervisory skills.
- Ability to manage multiple tasks with an acute attention to details.
- Ability to interact tactfully, and in a professional manner with participants from diverse cultures and backgrounds, as well as with staff and Authorities.
- Effective organizational and prioritization skills.
- Proactive, strong analytical and problem-solving skills, initiative, and sound judgment.
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#### Language Requirements:

- Very good knowledge of Arabic and English.

## OFFICE IN RIYADH

- 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 Programs Assistant**.
- *Only shortlisted candidates will be contacted for an interview.*