



# REGIONAL OFFICE IN RIYADH

## INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Receptionist

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

**Reports to:** Office Manager

**Grade:** GS-3

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). The incumbent is responsible for providing reception and administrative support services to the organization and is expected to back-up others and perform similar assigned work during absences and periods of heavy workload. The incumbent is required to undertake routine tasks for which procedures are specific. Duties and tasks are standardized. Responsibilities are performed under the supervision of the Office Manager.

### 1. Duties and Responsibilities:

Under the direct supervision of a Program Assistant assigned by the Office Manager, the Receptionist undertakes the following duties and responsibilities:

- Answers phone calls, takes messages and directs where appropriate; posts notices/messages for all office staff and visiting missions.
- Greets, assists and announces walk-in clients, vendors, job applicants and other visitors to the office in a courteous and professional demeanor.
- Provides general information regarding the International Monetary Fund (IMF) and responds to routine inquiries or complaints from clients and members of the public in line with the IMF's policies and management direction.
- Refers non-routine, sensitive and/or complex requests for information and other inquiries or complaints to appropriate staff.
- Performs other office support functions, examples of which include receiving, sorting and ensuring distribution of incoming mail; coordinates pouch.
- Maintains current distribution lists/ address lists and distributes documents for the team. Also maintains up-to-date work unit files (both paper and electronic).
- Types a variety of forms, letters, reports and memos. Edits for correct grammar, spelling and punctuation; proofreads, formats same in accordance with Fund style. Makes distribution as required.
- Monitors and prepares conference rooms for scheduled meetings.
- Coordinates travel arrangements and accommodation as required.
- Coordinates local transportation services as required.

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.



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### 2. Skills and Qualifications:

#### Education:

- Completion of High School or equivalent diploma.

#### Experience:

- 3 or more years of relevant experience.

#### Skills:

- Proficiency in operating office equipment (reproduction, audiovisual, telephone, telecommunications, etc.) and in the use of routine applications for routine work,
- Organizational skills required to establish/maintain files and electronic records,
- After a suitable period of time, develops a basic understanding of IMF policies and procedures, and awareness of people within the organization.
- Knowledge of headquarters-based systems (Word, Excel and PowerPoint), and excellent writing skills, with ability to pass a test in office skills given in English.

#### Language Requirements:

- Fluency in oral and written 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 Receptionist
  - *Only shortlisted candidates will be contacted for an interview.*