



REGIONAL OFFICE IN RIYADH

INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

Position Title: Office Manager

Location: IMF Office, Riyadh, Saudi Arabia

Reports to: Head of Office

Grade: GS-7

1. Duties and Responsibilities:

Within the limits of delegated authority, the Office Manager (OM) undertakes the following duties and responsibilities:

- Provides comprehensive administrative and/or executive support to the Director/Head of Office.
- Provides leadership, and guides employees within the office on administrative and ad hoc issues.
- Ensures smooth operation of office support work and related systems. Manages and leads office support employees.
- Supervises/manages preparation and coordination of all logistical arrangements with respect to domestic/international travel, conferences, workshops, document review meetings, etc. This includes interpretation of rules and regulations with respect to all forms of travel and logistical support for incoming missions, e.g., mission schedules, travel arrangements, drivers, etc.
- Has primary responsibility for coordination of office technology and its application and identifies and assists in the resolution of a wide range of technology-related problems (hardware, software, and communication). Facilitates the exchange of IT information within the Resident Representative office.
- Manages routine review and gathering of information from newspapers, press releases, newsletters, clipping services, and media sources pertaining to the IMF and its work or policies.
- Establishes and maintains an effective network of contacts with government officials, donors, civil society, academia, business, headquarters, and other resident missions. Works with COM employees in the development/maintenance of IMF RR Country web site.
- Serves as the first point of contact with officials at senior levels, both internally and externally in the country of operation.
- Coordinates and manages complex meeting agendas, solves scheduling issues, responds to requests from high level government officials.
- Manages human resource (HR) actions, e.g., recruitment and training, and participates and contributes to the preparation of employees plans and employee's performance process as appropriate.
- Plays a leadership role in planning and monitoring the office work program, budget, administrative processes, and employees. Processes and follows up on all budget related issues, e.g., consultant contracts, travel arrangements, payment requests, etc.
- Manages all payments under the office's budget. This includes managing staff and supplier information in the Corporate Banking Solution (CBS), ensuring correct banking information is provided, and entering claims in the CBS for the approval of the Director and processing by FIN, ensuring timeliness of payments, accurate calculation of the amounts, and adequate supporting documentation.
- Monitors the bank account ensuring all payments processed through local accounts are timely recorded in the Fund's accounting system and the balances on the accounts agree to Fund's

records, fees charged by the local bank are in compliance with the fee schedule under the signed banking agreement, and balance is sufficient to cover upcoming payments and has a buffer for contingency purposes.

- Manages petty cash for the office. This includes compliance with controls over handling cash, monthly petty cash count, and reconciliation with the record of petty cash in the Fund's accounting system.
- Prepares and tracks purchase and payment vouchers as well as assist in the preparation of tender bids and vendor evaluation.
- Supports periodic financial audits of the records and performing ad hoc financial analysis.
- Acts as a conduit between management and other employees.
- Performs other duties as required.

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Skills and Qualifications:

1. Education:

- A bachelor's degree

2. Experience:

- Relevant experience in handling office management.

3. Skills:

- Demonstrated superior knowledge in the interpretation of relevant policies, procedures, and practices.
- Knowledge of headquarters-based information technology systems (Word, Excel, and PowerPoint).
- Knowledge of finance and budget systems.
- Interpersonal skills: ability to work well with others.

4. Language Requirements:

- Proficiency in both Arabic and English (written and spoken).

Deadline for applying is August 2, 2024

Please send resume and a cover letter to IMFROR@imf.org

(Please state in the subject of the email: Job Application to Office Manager)

Only shortlisted candidates will be contacted for an interview.