



## REGIONAL OFFICE IN RIYADH

### INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Senior Program Assistant

**Location:** IMF Regional Office in Riyadh (ROR), Saudi Arabia

**Reports to:** Director of the IMF ROR

**Grade:** GS-6

The IMF Regional Office in Riyadh is seeking a "Senior Program Assistant" who can focus on program management of events, workshops and Related ROR Activities. This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). The Senior program assistant plays a crucial role in supporting the planning and delivery of the ROR's work program. The senior program assistant liaises with IMF functional departments and partnering regional financial institutions to ensure effective coordination, implementation, and monitoring of workshops and conferences organized by the ROR. The senior program assistant coordinates with peers in the region's capacity development center to find opportunities for collaboration and avoid overlaps between their work programs and ROR's. The Senior Program Assistant reports to the director of the Regional Office in Riyadh.

#### **Duties and Responsibilities:**

Key Responsibilities of the Senior program assistant include coordination of the planning, monitoring, and evaluation of the ROR's overall work program, as well as provision of support for workshop organizers on data and communication and outreach content. Specifically, the senior program assistant will discharge the following duties:

- Assist in formulating the ROR's overall work program and corresponding budget, and in organizing workshops, conferences and outreach events.
- Liaise with IMF functional departments and partnering regional financial institutions to ensure smooth project execution.
- Monitor project timelines, deliverables, unit costs, and budgets.
- Support the office manager in managing logistical arrangements for events, including travel and accommodation, and meeting venues.
- Prepare and maintain project documentation, including reports, correspondence, and presentations.
- Support the Director in administrative tasks as needed.
- Collect, analyze, and report on data related to the ROR's activities, including from CDMAP.
- Maintain databases and ensure accurate record-keeping of project information.
- Prepare analytical reports and presentations for internal and external stakeholders.
- Develop and disseminate communication materials, such as newsletters, brochures, and website content.
- Organize and participate in outreach events to promote ROR's activities and achievements.
- Foster relationships with member countries and other stakeholders.
- Assist in the development and implementation of monitoring and evaluation frameworks.
- Track and report on the progress and impact of workshops.
- Identify areas for improvement and recommend corrective actions.



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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.

### Skills and Qualifications:

#### Education:

- Bachelor of Business Admin, Arts or Science.

#### Experience:

Minimum of eight years of relevant experience is required.

#### Skills:

- ☐ Strong problem-solving, planning, organizing, and communication skills.
- ☐ Advanced knowledge of Microsoft Office (Word, Excel, Outlook, Power Point, SharePoint), WebEx and Zoom.
- ☐ Agility, drive for results, and ability to work under pressure and meet tight deadlines.
- ☐ Accuracy and attention to details
- ☐ Ability to work in a team as well as independently and to multi-task under pressure.
- ☐ Versatility and openness to learn new skills and new systems are a must.

#### Language Requirements:

- ☐ Very good knowledge of Arabic language and English.

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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 Senior Program Assistant**).
- *Only shortlisted candidates will be contacted for an interview.*