

International Monetary Fund

VACANCY ANNOUNCEMENT

The IMF Resident Representative Office in Bulgaria is looking for a highly qualified **OFFICE MANAGER** to join its team, preferably starting as early as December 2022. This is a part-time position based in Sofia.

Organizational Setting and Reporting Relationships:

The Office Manager (OM) has sole responsibility and authority for the overall organization, management, and delivery of office support services. The position takes responsibility with respect to every aspect of an assignment by acting independently and professionally and creating and promoting collaboration and high-quality work. OMs think strategically and actively contribute to and support the delivery of the Resident Representative Office's agenda. The OM in Sofia reports to the Senior Regional Resident Representative based in Warsaw.

Duties and Responsibilities:

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

- Provides administrative and executive support to the Resident Representative.
- Coordinates and manages complex meeting agendas, solves scheduling issues, responds to requests from high level government officials, both local and foreign.
- Monitors and reviews work program and budgets. Processes and follows up on all budget-related issues, e.g., consultant contracts, travel arrangements, and payment requests. Prepares budgetary information required for quarterly reviews. Takes responsibility for sending receipts to Headquarters as per budgetary procedures.
- Performs a variety of document production and editing functions, including memoranda, notes, email and mail correspondence, reports, presentations and others
- Establishes and maintains an effective database of contacts with government officials, donors, civil society, academia, business, headquarters, and other resident missions.
- Manages logistical arrangements and interpretation of rules and regulations regarding domestic and international travel, conferences, workshops, and meetings. This includes support for staff

visits, missions, and technical assistance as well as official or personal visits of IMF senior staff in Bulgaria.

- Provides leadership, and guides staff within the office on administrative and ad hoc issues.
- Coordinates 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 human resource (HR) actions, e.g., recruitment and training, and participates and contributes to the preparation of staffing plans.
- Facilitates flow of information between the Resident Representative and other staff.
- Purchases office supplies and services (for example, subscriptions) as needed for the normal operation of the office.
- Performs other ad hoc duties as required.

Qualifications and Experience:

- Bachelor's degree and several years of relevant experience in office management; training in business administration or finance and accounting is desirable. Experience working for international organizations, central banks or government agencies will be a plus.
- Thorough knowledge and use of headquarters-based systems (Word, Excel, and PowerPoint).
- Excellent oral and writing skills. Editing skills and knowledge of budget systems are desirable.
- Excellent interpersonal skills; ability to work well with others.
- Ability to work after hours, including on weekends at times.

Interested candidates who match the criteria above are requested to send their CVs, along with cover letters to ggottlieb@imf.org; and ivassileva@imf.org no later than November 23, 2022. Salary will be competitive and in line with UN scale. Only shortlisted candidates will be contacted for an interview.