

# International Monetary Fund (IMF)



## Vacancy Announcement

**Title:** Office Manager

**Contract:** Fixed term

**Location:** IMF Resident Representative Office, Banjul, The Gambia

The IMF Resident Representative Office in The Gambia is looking for a highly qualified **Office Manager** to join its local office team, on full-time employment, effective mid-December 2020.

### **Organizational Setting and Reporting Relationships**

The Office Manager (OM) has the sole responsibility for logistics and office management, as well as the delivery of office support services. The position takes responsibility with respect to every aspect of an assignment by acting independently, discretely 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 mandate. The OM reports to the Resident Representative and works closely with Headquarters on budget, human resource management and IT issues.

### **Duties and Responsibilities**

The Senior Administrative Assistant is responsible for the timely completion of the RR office's administrative work. Duties and responsibilities include, but are not limited to, any of the following:

Within limits of his/her delegated authority, the Office Manager is responsible for the following duties and responsibilities:

- Provides administrative and executive support to the Resident Representative.
- Coordinates and manages complex meeting agendas for the Resident Representative and mission members visiting the country.
- Solves scheduling issues, responds to requests from high level government officials (both local and foreign), the private sector, civil society, media, donors and international organizations accredited to the country.

- Prepares, monitors and reviews work programs and budgets. Processes and follows up on all budget-related matters such as procurement, vendor contracts, utilities payments, travel arrangements, and payment requests.
- Prepares budgetary information required for quarterly submissions to Headquarters as well as takes responsibility for sending receipts to Headquarters as per budgetary procedures and responding to questions from the budget office related to the implementation of the office budget.
- Manages routine reviews, gathering and sharing of information from newspapers, press releases, newsletters, clipping services, and electronic media sources pertaining to the IMF and its work or policies.
- 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 and other partners.
- Works with Fund Communication Department (COM) in the development/maintenance of the IMF Country web site, and coordinates with the local economist on the development/maintenance of the COM office website.
- Manages the preparation and coordination of all logistical arrangements for domestic and international travels, conferences, workshops, and meetings including interpretation of rules and regulations with respect to all forms of travel and logistical support for incoming missions, e.g., mission schedules, travel arrangements, visas and local transport arrangements.
- 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 such as recruitment & training, participates and contributes to the preparation of staffing plans.
- Facilitates the flow of information between the Resident Representative and other staff.
- Performs other ad hoc duties as may be required.

### **Qualifications and Experience**

- A minimum of a 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.
- Experience working for international organizations, central banks or government agencies will be a plus.
- Thorough knowledge and use of Microsoft Office suite (Word, Excel, and PowerPoint) is required.

- Excellent communication and writing skills. Editing skills and knowledge of budget systems and IMF operations are desirable.
  - Proficiency in English grammar
  - A global perspective and a sensitivity to diverse cultures, ensuring tact and diplomacy in all types of communication
  - Demonstrated discretion and confidentiality
  - Skill in influencing and persuading others
- Excellent interpersonal skills; ability to work well with others.

#### **Mode and deadline for submissions**

- Interested candidates who match the criteria above are requested to send their CVs along with cover letters via email to [RR-GMB@imf.org](mailto:RR-GMB@imf.org) by close of business on November 27, 2020.
- Please note that only shortlisted candidates will be contacted for interview.

#### **Remuneration**

- The salary is competitive and in line with the UN GS scale.