



Regional Office in Riyadh (ROR)

Vacancy Announcement

IT Administrator (GS-5)

The IMF Regional Office in Riyadh, Saudi Arabia is seeking to hire a qualified **IT Administrator** to join its team, preferably starting **as soon as possible**.

The position is offered as a one-year local contractual appointment, with the possibility of renewal for successive terms of up to three years, subject to continued need and satisfactory performance.

Candidates must be nationals or residents of **Saudi Arabia** or possess a valid TRANSFERABLE work permit (final work permit transfer decision is subject to the Ministry of Foreign Affairs' discretion and approval). Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF **will not sponsor or assist** with obtaining work permits.

Job Summary

Under the general supervision of the Head of Office and the Office Manager, and with technical guidance of the Senior Data Management Officer (based in Washington, D.C.), the incumbent will be responsible for the management and support of the Information Technology (IT) and Audio Visual (AV) infrastructures used by staff to deliver training and technical assistance.

Duties and Responsibilities

Within limits of delegated authority, the IT Administrator undertakes the following duties and responsibilities:

- Provides technical system support to end-users such as participants, lecturers, and staff, while ensuring that all IT assets are effectively protected, and high degrees of system availability are achieved.
- Implements system and end-user changes following change management best practices.
- Assumes the lead oversight and/or implementation role for all major IT and AV capital projects (e.g., lifecycle replacement), and an oversight role in the upgrading of facilities.
- Manages outsourced service contracts.
- Maintains the databases that supports training administration as well as technical assistance.
- Maintains audio-visual and interpretation systems, and coordinates video-conferencing activities (Crestron, TOA, Cisco) and remote communications platforms.
- Ensures smooth delivery of virtual online courses through Zoom and similar remote communications platforms.
- Ensures smooth delivery of Hybrid and Blended courses through Zoom and similar remote communications platforms.
- Provides guidance on the acquisition of new technology (to meet new or identified needs), while ensuring compatibility with existing systems.
- Manages the training and building facilities, including lecture and workshop room arrangements, and video and security access control systems.

- Trains staff on the use of all deployed technologies and prepares requisite training guidelines and documentation.
- Maintains standards (configuration, security) on all systems.
- Manages the deployment of software and security updates to all end points.
- Generates system utilization reports to Management.
- Proactively monitors system state of all devices/systems.
- Keeps all documentation up to date and provides support for on-going audits.
- Reviews institute websites for accuracy and currency. Updates outdated materials and data. Coordinates with and collects information from user communities and relevant departments. Provides content as needed. Knowledge in Adobe Experience Manager is desired.
- Coaches junior IT staff as needed.
- Performs other tasks assigned by the Director, Deputy Director, and Office Manager.

Qualifications:

A degree in computer science, information systems, or a closely related subject or equivalent is desirable, supplemented by relevant work experience.

Experience:

Preferably, a minimum of five years of relevant experience in IT or office administration. Relevant work experience, including in an international organization, would be an advantage.

Skills:

- A CCNA, MS Windows Server and AV certifications (Crestron) are desired for this position.
- Proven experience with standard computer software, databases, network management, audio visual equipment, and video teleconferencing technologies.
- Strong analytical and problem-solving skills.
- Strong interpersonal and diplomatic skills.
- Proficiency in MS Office (Word, Excel, PowerPoint), desktop editing, and document design.
- Ability to learn new applications and computer systems and to work effectively under pressure in a team environment is essential.
- Excellent interpersonal skills, strong oral and written communication skills, and good organizational skills to multitask and handle competing demands is also essential.
- Demonstrated initiative and tact,

Language Requirements

Fluency in oral and written **English** and **Arabic** is required.

To Apply

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter, to the attention of the Office Manager, IMFROR-Jobs@imf.org, **no later than 30 January 2026**.

Please state in the subject of the email: Job Application for IT Administrator Position)

*The IMF is guided by the principle that the **recruitment, classification, and assignment of staff are conducted without discrimination**. We welcome requests for **reasonable accommodation** for individuals with disabilities during the selection process. Information on how to request such accommodation will be provided during the application process.*