



Resident Representative Office in Jordan

Vacancy Announcement

Office Manager (GS-7)

The IMF **Resident Representative office in Jordan** is seeking to hire a highly qualified **Office Manager** to join its team, preferably starting on **October 11, 2026**.

The Resident Representative Office in Jordan is co-located with the Resident Representative Office for Iraq/Yemen. The incumbent will report administratively to the Resident Representative for Jordan, while working in close partnership with and remaining equally accountable to both Resident Representatives in Amman in support of the unified office structure.

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 **Jordan** or be able to independently obtain a valid work permit before starting employment with the Fund to be considered. 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

The Office Manager (OM) serves as the principal operational focal point for the combined office and is expected to provide impartial, responsive, and coordinated support to both Resident Representative Offices. These positions take responsibility for every aspect of an assignment by acting independently and professionally and creating and promoting collaboration, high quality work, and team development. They think strategically and actively contribute to and support the delivery of the Head of Office's agendas. The Office Manager for administrative purposes and in accordance with Workday requirements, reports to the Resident Representative for Jordan.

While the Resident Representative for Jordan retains primary responsibility for engagement with Jordanian authorities, both Resident Representatives are key stakeholders in the Office Manager's work and share responsibility for effective office and staff management. Under the supervision of the Head of Offices, the selected candidate will support program objectives by managing the resident mission's workflow, workload, and support systems. They will have interactions with employees at all levels throughout the office, visiting IMF missions, Senior level officials (internal/external), donors, civil society, academia, business, and other resident missions.

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 Head of Office and the Resident Representative for Iraq/Yemen.
- Leads 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.
- Acts as the security focal point, responsible for all security and employee safety.

- Supervises/manages preparation and coordination of all logistical arrangements with respect to domestic/international travel, visa support for incoming missions and conferences workshops, 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 office.
- 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.
- Manages human resource (HR) actions, e.g., recruitment and training, and participates and contributes to the preparation of employees' plans and employees' 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.

Qualifications

A bachelor's degree in Business Administration or a related field is required, along with at least seven years of experience in administrative services, finance, accounting, audit, human resources or a related area. Experience in an international institution or NGO, a similar organization, or in public administration would be an asset. Experience in accounting and finance would be an asset.

Skills:

- Demonstrated superior knowledge in the interpretation of relevant policies, procedures, and practices.
- Interpersonal skills: the ability to work well with others.
- Knowledge of finance and budget systems.

- Excellent computer skills: proven experience with standard computer software packages such as the MS Office Suite (including Word, Excel and Power Point).

Language Requirements

Fluency in oral and written **Arabic** is required. Proficiency in **English** is also essential.

To Apply

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter, (iii) electronic copies of diplomas, (iv) identification documents (passport and/or national identity card) and (v) three professional references with contact details, to the attention of the **IMF, Resident Representative office for Jordan** RR-JOR@imf.org, no later than **August 27, 2026**.

*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.*