



## Job Advertisement—Staff Assistant IMF Capacity Development Office in Thailand (CDOT)

<b>Position:</b>	Staff Assistant (Secretary II)
<b>Location:</b>	Bangkok, THAILAND
<b>Application Deadline:</b>	Friday, August 30, 2019
<b>Type of Contract:</b>	Fixed term
<b>Grade:</b>	GS-4
<b>Languages Required:</b>	English and Thai
<b>Starting Date:</b>	October 2019
<b>Duration of Initial Contract:</b>	1 year
<b>Expected Duration of Assignment:</b>	1 year (extendable each year depending on job performance and budget availability)

### Office Profile:

The Capacity Development Office in Thailand (CDOT) of the International Monetary Fund (IMF) provides technical assistance (TA) and training to help strengthen country frameworks for macroeconomic analysis, statistics, and decision-making, as part of the IMF's capacity development strategy. Main work of the office is focused on Cambodia, Lao P.D.R., Myanmar, and Vietnam (i.e. the CLMV countries), with the ultimate aim of improving macroeconomic management and prospects for sustainable growth in these and selected other countries in the Asia-Pacific region. CDOT achieves this through responding rapidly and flexibly to country demand for high quality, well-tailored TA and training.

CDOT opened in Bangkok in 2012. Its office is located at the Bank of Thailand (BOT). The office is headed by a Director and staffed with a group of Expert Advisors, Economists, and Administrators, including several staff members seconded from the BOT. Support for its operations are provided by the Government of Japan and by BOT.

### Job Title and Terms:

Staff Assistant (Secretary II on UN scale): This full-time position is contracted by CDOT. It has an initial appointment term of one year (renewable) and carries a competitive salary and set of benefits. CDOT salaries for locally hired staff are commensurate with the United Nations pay scale for Bangkok.

### Job Description (Duties and Responsibilities):

The selected candidate will perform a wide variety of administrative functions in the office: document preparation and dissemination, travel and events arrangement, and general clerical tasks, as well as back-up support for other office administrators. Occasional travel may be required in Thailand and the region, in support of CDOT activities.

Main duties and responsibilities are envisaged as follows:

1. *Document preparation and dissemination*

- Formatting letters, reports, and other official documents for dissemination.
- Drafting various routine correspondences (emails and letters) on office matters.
- Assisting in the preparation of presentations for TA and training conducted by the CDOT advisors.

2. *Travel, event, and outreach arrangements*

- Performing administrative and logistical tasks related to official travel by office staff, including preparation of travel authorizations and expense reports.
- Supporting the planning and administration of training delivered by CDOT and the IMF.
- Raising awareness of office activities, including through selected use of social media.

3. *Other administrative matters*

- Managing, updating, and further developing internal databases used to monitor CDOT activities.
- Handling other administrative responsibilities delegated by the Office Manager.

#### **Job Qualifications:**

**Background:** A bachelor's degree from an accredited university is highly desirable, along with a minimum of two years of relevant experience in office administration.

**Main skills:** The selected candidate is expected to possess strong capabilities in office administration, demonstrating a high degree of accuracy and attentiveness to detail. They are also expected to exercise appropriate discretion in dealing with sensitive material. The selected candidate should have strong organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills—both written and verbal. In addition, they are expected to have strong problem solving ability and work under tight deadlines. They must be willing to learn new work systems and also be comfortable in a multi-cultural office. Recent work experience and practical knowledge/training in Microsoft Word, Excel, and PowerPoint are essential. Basic IT and accounting skills are also useful.

**Language:** Written and verbal fluency in Thai and in English (the official language of the IMF and working language of CDOT) are required.

#### **Application procedure:**

Please send a curriculum vitae/job resume and one-page cover letter in English describing your interest and suitability for the position by e-mail to [cdotinfo@imf.org](mailto:cdotinfo@imf.org) by Friday, August 30, 2019.

CDOT website: <https://www.imf.org/en/Countries/ResRep/CDOT-Region>