



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

Position:	Administrative Assistant
Location:	Bangkok, THAILAND
Application Deadline:	Friday, January 10, 2020
Type of Contract:	Fixed term
Grade:	GS-5 (on U.N. scale)
Languages Required:	English and Thai
Starting Date:	February/March 2020
Duration of Initial Contract:	1 year
Expected Duration of Assignment:	1 year (extendable)

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 (LTXs), 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:

Administrative Assistant (AA): This full-time position is contracted by CDOT. The initial appointment is for one year, extendable each year depending on job performance and budget availability. The position carries a competitive salary and set of benefits 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, mainly in support of the LTXs in CDOT. Occasional travel may be required in Thailand and the region, in support of CDOT's activities. Main duties and responsibilities are envisaged as follows:

1. *Events planning and travel arrangements*
 - Planning and coordinating workshops/courses and seminars/conferences delivered by CDOT and the LTXs—both in-country and regional events.
 - Preparing, disseminating, and archiving training and events material, including programs, invitations, presentations, and evaluations.
 - Performing administrative and logistical tasks related to official travel by office staff, including preparation of travel authorizations and expense reports.
2. *Document preparation and dissemination*
 - Preparing and formatting office letters, reports, and other official documents for dissemination based on IMF standards.
 - Drafting various routine correspondences (emails and letters) on office matters.
 - Managing internal record-keeping of office documents.
3. *Other administrative matters*
 - Supporting the CDOT Office Manager on budgetary matters.
 - Assisting with the settlement of new external staff.
 - Handling other administrative responsibilities as delegated by the Office Manager.

Job Qualifications:

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

Main skills: The AA is expected to possess strong capabilities in office administration, demonstrating a high degree of accuracy and attentiveness to detail. They will also need to exercise appropriate discretion in dealing with sensitive material. The AA should have strong organizational and time-management skills, good interpersonal and teamwork skills, and effective communication skills—both written and verbal. In addition, they should have problem solving ability and work under tight deadlines. The AA is expected to learn new work systems pertinent to the IMF; pursue training, as necessary; and also be comfortable in a multi-cultural office. Strong working knowledge of Microsoft Word, Excel, and PowerPoint are essential. Basic accounting skills are also expected.

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 by Friday, January 10, 2020.

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