

The International Monetary Fund (IMF) is planning a Global Recruitment Mission to East Asia and will be visiting China, Indonesia, Singapore, Malaysia, Thailand, and South Korea between April 9 to 19, 2011.

The Mission will hold career sessions and conduct preliminary interviews for qualified East Asian candidates for the experienced specialized career stream (see below) pipeline, as well as candidates for the Internship and Associate Professional Program - the IMF's entry level program for recent post graduates. In view of this upcoming recruitment mission, candidates who are citizens or local nationals of any of these countries or of other East Asian countries are particularly encouraged to apply, along with all candidates, on the IMF JobLink website. Only shortlisted candidates will be contacted for the interviews.

The specific mission dates for each country are as follows:

1. China (Shanghai) - April 9, 2011
2. Indonesia (Jakarta) - April 11, 2011
3. Singapore - April 13, 2011
4. Malaysia (Kuala Lumpur) - April 15, 2011
5. Thailand (Bangkok) - April 17, 2011
6. South Korea (Seoul) – April 19, 2011

To safeguard the stability of the international monetary and financial system, the IMF performs cutting edge research and provides advice to our 187 member countries on the critical macroeconomic and financial issues of the day.

The Technology and General Services Department (TGS) of the IMF provides the environment and tools to support the IMF's work. We are a lean, fast-paced group that embraces the challenge of excellent service delivery in a dynamic, evolving organization- developing and delivering leading-edge services, systems, and infrastructure to support our base of 2,400 employees from around the world.

We are looking for high caliber managers and professionals to work in Washington, DC in the areas of:

Information Technology and Services

Client Services/Support, Business Analysis, Project Management, Enterprise Architecture, Application Development, Network Engineering and Security, Information Management, Library and Archives, Multimedia Services

Positions:

***Business Analyst (Vacancy No. 1100228):*** Provide leadership in the application of technology to achieve business outcomes. Persons in this position are expected to understand business processes and how enabling technologies can be applied to achieve business

objectives. The Business Analyst has the ability to synthesize inputs from many sources, and to bridge the relationship between business and technology units. Effective communication and interpersonal skills are as important as technical skills in this internal consulting role.

*Quantitative Economic Modeler (Vacancy No. 1100227):* As the technical lead, is expected to provide support and development services for the implementation of economic and financial models, advanced econometric methods, and numerical algorithms using several programming languages. This position requires advanced programming skills and a strong background in at least two, of the following areas: applied mathematics, computational economics, econometrics, quantitative finance, high power computing and statistics.

*Project Management Specialist (Vacancy No. 1100231):* The professional provides expert support to project managers on medium to large IT projects to help ensure their success. As part of the PMO, the PM Specialist will assist with planning, staffing, executing, and monitoring projects. S/he will support and promote effective communication, stakeholder relations, and delivery of business results.

*Archives/Records Manager (Vacancy Nos. 1100235, 1100236, and 1100273):* Member of a team responsible for implementation of the institutional records management program, including file plans, user education and support, and records disposition for electronic and paper records or participation on a team to appraise, declassify, arrange, and describe archival collections and provide archives reference service. Desired qualifications include a relevant graduate degree, experience in working with records and/or in archival collections. Some positions require strong information technology skills in records and archives systems.

*IT Manager (Vacancy No. 1100283):* The successful candidate is expected to contribute directly to the effective management of the Division and facilitates responsive, efficient and quality engineering, development, implementation, maintenance and operations of the Fund's IT environment. The situations an IT Manager faces are often highly variable, requiring significant strategic, interpretive, and analytical thinking. The position often plays a role as facilitator between business units and IT personnel. With a background in information technology/business and 15 years of progressively responsible and relevant professional and managerial experience, she/he will work on assignments that are of considerable conceptual complexity and have a wide impact on the results of the business operations.

*Network Infrastructure Architect (Vacancy No. 1100285):* The position requires detailed knowledge of network infrastructure design including protocols, segmentation, equipment and operations. Experience managing a medium sized wireless and wired network including implementing security measures is critical. Current CISCO certification highly desirable.

*Librarian (Vacancy No. 1100276):* Member of a team to deliver library services to World Bank Group and International Monetary Fund staff. Responsibilities could include collection development, providing research and reference services, outreach and training, implementing and developing information technology solutions, licensing and evaluating electronic services or coordinating journal and document indexing. Desired qualifications include a

relevant graduate degree and experience in a special, corporate or academic library environment.

*Client services professional (Vacancy No. 1100277):* Managing internal clients for multimedia services, managing projects, budget, equipment/resources, and multimedia assets. This technical, service-oriented position requires deep knowledge of audio/visual media as well as the essentials of corporate communication.

*Creative services professional (Vacancy No. 1100278):* This job involves planning and executing multimedia projects, from concept to finished product. It includes working with metadata and digital media such as photographs, video, graphics and artwork; accuracy and quality control; and handling the related documentation and intellectual property rights. A background in creative design, graphics or multimedia is strongly desirable.

#### Facilities Management

*Technical professionals (Vacancy No.1100279) :* Involves the management of records/drawings/manuals and protocols for performing work activities for entire "as-built" environment, developing Energy Project Roadmaps (for capital project planning), audit programs and process improvement regime for outsourced technical services, equipment inventory and asset replacement program. As well as value engineering in assessing project requirements. Electrical/Mechanical Engineering degree and relevant Facility Management experience required.

*Facility Management professionals (1100281):* End-to-end oversight of one of the Fund's HQ buildings (all aspects of built environment including systems, cleanliness, maintenance, renovation). This includes managing outcome-based performance contracts (vendors). Desired qualifications include architecture, engineering, and hospitality management, supplemented by specific Facility Management experience.

#### Procurement

Strategic sourcing, Category management, Supplier performance management

*Senior Procurement Officer/Procurement Officer (Vacancy No. 1100232):* Performs a combination of strategic sourcing, commodity procurement and contract management assignments as part of the IMF's centralized procurement activity. The officer is responsible for procuring and contracting for a range of services through the IMF's competitive RFP and strategic sourcing process. Examples of services procured include, conference services associated with the IMF/World Bank Annual Meetings, audit services, public relations services, and miscellaneous consulting services.

#### Budget Management, Service Management

*Resource and Budget Manager (Vacancy No: 1100248):* This position is responsible for managing the Resource Management Team to ensure the maximum and most effective utilization of IMF-wide administrative and capital budgets through active review, consultation, and communication with senior departmental management;

*Business Portfolio Team Lead (Vacancy No. 1100230):* This position participates as a business and technology consultant for the Fund and brings extensive strategic and project/portfolio management experience to bear upon a variety of assignments in support of business/IT projects, the CIO, IT governance, Technology and General Services (TGS) departmental management, and others. It also supports collaborative steering committees in their area of specialty to build consensus and support implementation of decisions.

**Internship Program and Associate Professionals (Vacancy Nos. 0900084 )**

This program offer distinguished students and recent graduates the opportunity to have a short affiliation with the IMF, learning work practices and contributing to the sharing of knowledge and ideas. Internships typically last 3 to 6 months, while the Associate Professionals program could last up to 12 to 18 months.

**Qualifications:**

**Experienced Professionals:**

All experienced positions require strong analytical skills, as well as excellent written and oral communication skills in English, the working language of the IMF. Candidates should also show an interest in, and aptitude for, working in an international organization. Experienced professional should have 5 to 15 years of experience as professionals with either an undergraduate or graduate degree in the related fields.

**Internship/Associate Professional:**

Our internship program accepts current students at the graduate level with an excellent academic record in **any of the fields mentioned above**, depending on projects currently available. Associate Professional candidates are ideally recent graduates of a similar graduate-level program from leading universities. Candidates should also demonstrate intellectual curiosity and awareness of leading-edge trends and developments in their respective fields.

**For more details on the positions or to apply, please access the respective position number under Current Vacancies.**

If you have any questions or would like more information, please send an email to [TGSJOBS@imf.org](mailto:TGSJOBS@imf.org)