

# International Monetary Fund



**Middle East Regional Technical Assistance Center, Lebanon**

**Vacancy Announcement:**

**Administrative Assistant**

## **RECRUITMENT NOTICE OF AN ECONOMIST**

Duty station: Beirut, Lebanon

Duration of commitment: One (1) year but the contract can be renewed multiple times.

Start date: [June/July 2024]

## **JOB DESCRIPTION**

### **Organizational Setting**

The Administrative Assistant (AA) position is in the IMF's **Middle East Regional Technical Assistance Center (METAC)** located in Lebanon. METAC was established in 2004 as a collaborative venture between the International Monetary Fund ([IMF](#)), member countries, and bilateral and multilateral development partners to assist its member countries in implementing reforms to address macroeconomic challenges and to build stronger macroeconomic institutions. The center provides [capacity development](#) (CD) services to member country authorities in the fiscal, monetary, financial, general macroeconomic, and statistics areas. Technical assistance and training activities are tailored to the needs of METAC's [14 member countries](#).

METAC's team includes about a dozen regional advisors covering METAC's CD workstreams, the director, the office manager, two economists, and a team of administrative assistants.

### **Duties and Responsibilities**

The selected candidate will perform a wide variety of administrative functions in the office, in support of the Director of the center, the office manager and the regional advisors (RAs), in close coordination with four other Administrative Assistants. The main duties and responsibilities are envisaged as follows:

## 1. Working closely with regional advisors

- Assists the advisors in coordination and follow-up on Technical Assistance (TA) activities with authorities, mostly Iraq, Libya, and Yemen because of their limited English language proficiency.
- Prepares informal translations from/to Arabic, English, and French.
- Follows up with the advisors on TA activities and makes sure all needed correspondence and mission documents are sent and filed properly: mission information sheet, briefing paper, back-to-office report etc.).
- Creates and sends virtual meeting details to mission members and ensures that there are no technical difficulties at the launch of the meeting.
- Assists the RAs in flight booking and hotel reservation for their activities to get better deals from local travel agencies, in consultation with Office Manager (OM).
- Responsible for booking flights and hotel reservations for participants in offsite missions in consultation with OM.
- Follows up with the respective RAs on TA summaries to feed the newsletter.

She/he will be working with four RAs.

## 2. Prepares and coordinates logistics for regional workshops, webinars, and outreach events:

- Prepares and sends invitations.
- Follows up on confirmation and attendance.
- Responsible for booking flights and hotel reservations for participants in workshops in consultation with OM.
- Creates online surveys using survey platforms.
- Conducts connectivity tests with the panelists and interpreters (online).
- Creates participant lists and uploads them on the IMF training platform interface.
- Coordinates related outreach material (web notes, social media posts etc.).

## 3. Prepares, edits and disseminates TA-related documents:

- Notification letters
- Technical assistance reports
- Steering Committee report
- Annual report
- Presentations as requested by RAs and Director
- Updates two lists of TA report-related documents

#### 4. Other administrative matters

- Assists in the logistics of the annual Steering Committee meeting as advised by the Senior Administrative Assistant (SAA) and OM.
- Responsible for liaising with the Ministry of Foreign Affairs, with the guidance of SAA, on matters related to METAC Director and resident advisors such as: Diplomatic cards, shipment of personal belongings, etc.
- Handles the issuance and renewal process of UN IDs for METAC staff in coordinating with SAA.
- Responsible for ordering stationary in coordination with SAA and OM
- Keeps track of proper filing system on METAC's shared drive (with the OM and SAA guidance), DM system and Partners Connect
- Takes minutes of meetings.
- Processes the expense reports for short-term experts.
- Performs other duties when needed and backs up the work of the other administrative assistants.

#### **Competencies:**

Strong office administration skills with attention to detail and accuracy; excellent organizational and time-management; good interpersonal and teamwork; effective written and verbal communication skills.

She/he needs to be very flexible, with dedication, and a good drive for results; strong problem-solving aptitude and the ability to work under tight deadlines.

She/he is expected to learn new tasks and IT systems pertinent to the IMF; pursue training, as necessary; and be comfortable in a multi-cultural office.

A Strong working knowledge of Microsoft Word, Excel, PowerPoint, and video conferencing tools (Teams, WebEx, Zoom) are essential. Access to a computer with high-speed Internet are also needed for occasional home office work. Other training courses and work experience in an international environment are a distinct advantage.

The AA will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington. Given time differences with IMF

headquarters and different working days for member countries, occasional work hour flexibility is required.

**Qualifications and Experience:**

A bachelor's degree from an accredited university, preferably with a minimum of two years of relevant experience in office administration.

Written and verbal fluency in English and Arabic are required. French proficiency is desirable.

**Deadline for applying is March 31, 2024.**

Qualified candidates to send their Curriculum Vitae and one-page cover letter in English to: METAC-Recruitment@IMF.org.

(Please state in the subject of the email: Job Application to Administrative Assistant).

Only shortlisted applicants will be contacted for interview.

For further information about the Center, please visit [www.imfmetac.org](http://www.imfmetac.org)