



REGIONAL OFFICE IN RIYADH

INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

Position Title: Administrative Assistant

Location: IMF Regional Office in Riyadh, Saudi Arabia

Reports to: Office Manager

Grade: GS-5

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). Under the general supervision of the Office Manager, the Administrative Assistant is responsible for managing the office workflow, including scheduling and coordinating meetings and travel arrangements of the office staff. The Administrative Assistant provides essential administrative and logistical support to ensure the smooth operation of workshops and conferences. The Administrative Assistant plays a key role in facilitating communication within the ROR team and with external stakeholders.

1. Duties and Responsibilities:

Within limits of delegated authority, the Administrative Assistant (AA) undertakes the following duties and responsibilities:

- Provides full range of support services to Office's professional staff.
- Provides a variety of document production and editing functions, including memoranda, correspondence, technical assistance reports, newsletters, annual report, and presentations.
- Handles travel logistics (hotels, visa, security clearance, etc.,) and processes expense reports.
- Helps maintain and update the ROR's website.
- Under guidance from Office Manager, monitors specific activities within own team and provides feedback on integration of Center-wide administrative processes and activities as assigned.
- Research information using IMF's systems, databases, and internet.
- Prepares and coordinates logistics for conferences, meetings, Directors of Training seminar, etc., and for incoming guests and VIPs, e.g., schedules, meeting materials, travel arrangements, drivers' schedule, and payment requests/orders if any.
- Maintains institutional filing system and databases and produces course/participant statistics as requested.
- Routinely reviews/gathers information from newspapers, press releases, newsletters, and media sources pertaining to the IMF/Center and its work or policies. Highlights/conveys appropriate information to Center management.
- Assists in the compilation and reporting of training data for the Director and Budget Officer.

Note: This list of duties is illustrative of regular and recurring functions, however the incumbent is expected to back up others and perform similar assigned work.

2. Skills and Qualifications:

Education:

- Bachelor's degree in business administration or experience in a variety of fields, e.g., basic finance and accounting, human resources, audit, administrative, or in other related fields is desirable.



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Experience:

- Five years or more of relevant experience.

Skills:

- Ability to follow through on team priorities and respond to requests for information.
- Ability to produce high-quality work under pressure.
- Advanced knowledge and experience working with Microsoft Office applications (Excel, PowerPoint, Word, etc.).
- Demonstrated attention to detail. Ability to manage multiple tasks and complete tasks within agreed schedule.
- Ability to communicate clearly—to express ideas and concerns openly and constructively and deliver verbal and written information effectively.

Language Requirements:

- Proficiency in both Arabic and English (written and spoken).

- Viable candidates must be nationals or residents of the country Saudi Arabia or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance for obtaining work permits.
- The IMF is guided by the principle that the employment, classification, promotion, and assignment of staff shall be made without discrimination against any person. We welcome requests for reasonable accommodations for disabilities during the selection process. Information on how to request accommodations will be provided during the application process.
- Deadline for applying is **May 15, 2025**.
- Please send resume and a cover letter to IMFROR@imf.org.
- (Please state in the subject of the email: **Job Application to Admin Assistant**)
- Only shortlisted candidates will be contacted for an interview.