



REGIONAL OFFICE IN RIYADH

INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

Position Title: Administrative Assistant

Location: IMF Office, Riyadh, Saudi Arabia

Reports to: Office Manager

Grade: GS-5

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.
- Maintains and updates Center's website.
- In conjunction with and under guidance from OM, monitors specific activities within own team and provides feedback on integration of Center-wide administrative processes and activities as assigned.
- Researches 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.
- Performs other duties as assigned by the Director and Office manager.

2. Skills and Qualifications:

Education:

- Completion of secondary education; training 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.

Experience:

- Five 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 expresses ideas and concerns openly and constructively and deliver verbal and written information effectively.

Language Requirements:

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

Deadline for applying is November 17, 2024

Please send resume and a cover letter to IMFROR@imf.org

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

Only shortlisted candidates will be contacted for an interview.