

## International Monetary Fund

### Vacancy Announcement: Office Manager – CCAMTAC

#### **Institution:**

The International Monetary Fund's (IMF) new Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC) provides technical assistance, hands-on peer workshops, and other capacity building services on fiscal, monetary, financial sector, general macroeconomic and statistics issues to nine countries in the region: Armenia, Azerbaijan, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan. CCAMTAC will virtually open in February 2021, the physical opening in Almaty is expected for late 2021. The office will be headed by the CCAMTAC Coordinator and staffed with a group of long-term advisors (LTXs), Administrators, and other staff. Support for its operations is provided by the host country, Kazakhstan, other member countries and a group of development partners.

**Office Manager (OM):** This full-time position is for an initial appointment of one year, extendable each year depending on job performance and budget availability. The position carries a competitive salary and set of benefits broadly commensurate with the United Nations pay scale for Almaty (Grade GS-7).

The selected candidate will perform a wide variety of office management and administrative functions in the office, mainly to ensure the smooth operation and organization of the office; including overseeing and coaching the work of local office employees (under the general guidance and supervision of the CCAMTAC Coordinator); taking a lead role in budget-related work and reporting, as well as at least initially also serving as Executive Assistant for the head of CCAMTAC. As the office is being set-up, in the initial phase the tasks may be particularly varied and broad and change over time. Occasional travel may be required in Kazakhstan and the region, in support of CCAMTAC's activities. The focus of the main duties and responsibilities, which may change over time, is envisaged as follows:

1. *Ensuring a smooth operation and organization of the office and overseeing the work of local employees*
  - Helping to set-up the office, including office design, working with utilities and suppliers and assisting in organizing the office move.
  - Supporting the recruitment of local employees. This involves screening resumes, short listing candidates, conducting tests if deemed necessary, taking part in interviews, preparing contracts and training staff on systems and policies.
  - Organizing an efficient flow of office work, including managing office standards and internal record keeping.
  - Keeping track and maintaining records of staff leave.
  - Liaising with the IMF Headquarters (HQ) capacity development departments regarding contracts of short-term experts.
  - Working closely with the HQ IT department on all issues related to installation of equipment, inventory, purchase of equipment, disposing/donating equipment, etc.
  - Keeping an inventory of the office and the residence IMF belongings.
  - Coaching administrative staff and ensuring a high quality of work, in line with IMF standards.

- Overseeing the process of settling international staff in the host country (visa, working permits, shipments, etc.).
  - Supporting the preparation, dissemination, and archival of steering committee reports, annual reports, technical assistance / events material, including briefing papers, programs, invitations, presentations, back-to-office reports and evaluations in line with IMF standards and guidelines.
  - Delegating work to support staff as appropriate but remaining responsible for the quality of the ultimate output.
2. *Strategic Planning of the Center's work mapping*
- Consolidating the entire annual work program for the Center.
  - Building a system to ensure a streamlined workflow, this includes ensuring on-time visa issuance; security clearance, preparing short-term experts' contracts, travel and accommodation arrangements, travel claims etc.
  - Creating an operation manual and updating it on regular basis to reflect policy changes and updates in line with changes at HQ.
  - Assisting in the preparations of the steering committee and Annual reports.
3. *Regional Workshops*
- Overseeing all matters related to regional workshop delivery and managing the logistics prior, during and after the workshop;
  - Preparing the workshop venue, negotiating rates and contracts with hotels;
  - Approving travel agencies choice for airline tickets;
  - Overseeing the process of visa issuance;
  - Preparing contracts for lecturers and hiring interpreters/translators;
  - Reconciling expenses of workshops and reporting them to HQ as part of the monthly submissions;
  - Working with developing partners and other organizations on joint activities with CCAMTAC.
4. *Budget-related tasks and other administrative matters*
- Reporting on CCAMTACs budget to HQ, in cooperation with the CCAMTAC Coordinator, including record keeping, preparing and submitting expense reports, reconciling records, comparing forecasts to actuals, and liaising with HQ staff.
  - Supporting outreach or IT issues, depending on skills and interests.
  - Handling other administrative responsibilities as delegated by the CCAMTAC Coordinator.
5. *Serving (at least initially) as Executive Assistant for the CCAMTAC Coordinator*
- Managing the coordinator's agenda and correspondence and liaising with CCAMTAC's counterparts in the host country of Kazakhstan and member countries.

- Supporting the planning and coordination of technical assistance and outreach activities — both virtual and face-to-face in-country and in other member countries.
- Coordinating the organization of webinars, including with interpretation, and serving as host.
- Performing administrative and logistical tasks related to official travel, including preparation of travel authorizations, visa, and expense reports for office staff.

### **Job Qualifications:**

**Background:** A job-related bachelor's or master's degree from an accredited university, preferably with a minimum of five years of relevant experience in office administration and management, including budgetary measures.

**Main skills:** The OM is expected to have strong office administration and management experience, with excellent organizational and time management skills, paired with an attention to detail and accuracy. As CCAMTAC is being set-up, she / he will need to be very flexible and open minded, with excellent people management skills, adaptable and a good sense for priorities. The OM will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF HQ in Washington. In addition, the OM should have excellent communication skills—both written and verbal, a strong problem-solving ability and be resourceful and able to work under tight deadlines. She / he is expected to learn new work and IT systems pertinent to the IMF; pursue training, as necessary; and excel in a multi-cultural office. Given time differences with IMF HQ, work hour flexibility is needed. During the first months, the 8-hour working day may typically start early afternoon. Once the physical office in Almaty is open, office hours will follow a more regular workday schedule, with some flexibility. Excellent working knowledge of Microsoft Word, Excel, and PowerPoint are essential. Accounting skills are expected. Access to a computer with high-speed Internet is also needed, as the OM will initially work from home. Experience in working with ministries or institutions in Kazakhstan and in an international environment would be a distinct advantage.

**Language:** Written and verbal fluency in Kazakh, English (the official language of the IMF and working language of CCAMTAC) and Russian 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 [CC-CCAMTAC@imf.org](mailto:CC-CCAMTAC@imf.org) no later than February 14, 2021.

**Only short-listed candidates will be contacted for an interview.**