

# International Monetary Fund

## VACANCY ANNOUNCEMENT

The IMF Resident Representative Office in Nepal is looking for an experienced **OFFICE MANAGER** to join its team, preferably starting in October 2022. This is a full-time position based in Kathmandu.

### **Organizational Setting and Reporting Relationships:**

The Office Manager (OM) will be responsible for the management, accounting, budgeting and delivery of the office's support services. The OM will need to act independently and professionally, yet by creating and promoting collaboration and high quality teamwork, under the guidance and supervision of the IMF Resident Representative, to who he/she will report directly.

### **Duties and Responsibilities:**

Within limits of delegated authority, the OM responsible for the following duties and responsibilities:

- Provides administrative and executive support to the IMF Resident Representative and the office's team. Facilitates flow of information between the Resident Representative and other staff.
- Coordinates and manages complex meeting agendas, solves scheduling issues, responds to requests from high level government officials, both local and foreign.
- Monitors and reviews work program and budgets. Processes and follows up on all budget-related issues, e.g., travel arrangements, and payment requests. Prepares budgetary information required for quarterly reviews. Takes responsibility for sending receipts to Headquarters as per budgetary procedures.
- Preparing the office's daily news by gathering information from Nepal's newspapers, press releases, newsletters, clipping services, and other media sources.
- Performs a variety of document production and editing functions, including memoranda, notes, email and mail correspondence, reports, presentations and others
- Establishes and maintains an effective database of contacts with government officials, donors, civil society, academia, business, headquarters, and other resident missions. Works with IMF Headquarters in the development/maintenance of the IMF Country web site.
- Manages the preparation and coordination of all logistical arrangements for domestic and international travel, conferences, workshops, and meetings. This includes interpretation of rules

and regulations with respect to all forms of travel and logistical support for incoming missions, e.g., mission schedules, travel arrangements, and drivers.

- Provides leadership, and guides staff within the office on administrative and ad hoc issues.
- Coordinates office technology and its application and identifies and assists in the resolution of a wide range of technology-related problems (hardware, software, and communication). Facilitates the exchange of IT information within the Resident Representative office.
- Performs other ad hoc duties as required.

**Qualifications and Experience:**

- Bachelor's degree and several years of relevant experience in office management; training in business administration or finance and accounting is desirable. Experience working for international organizations, central banks or government agencies will be a plus.
- Thorough knowledge and use of headquarters-based systems (Word, Excel, and PowerPoint).
- Excellent oral and writing skills. Editing skills and knowledge of budget systems are desirable.
- Excellent interpersonal skills: ability to work well with others.

Interested candidates who match the criteria above are requested to send their CVs, along with cover letters to [tdaban@imf.org](mailto:tdaban@imf.org) no later than September 15, 2022. The selected candidate will receive a competitive salary and in line with UN scale. Only shortlisted candidates will be contacted for an interview.