



CAPTAC-DR
Centro Regional
de Asistencia Técnica
de Centroamérica, Panamá,
y República Dominicana

TECHNICAL AND ADMINISTRATIVE ASSISTANT AT THE INTERNATIONAL MONETARY FUND'S TECHNICAL ASSISTANCE CENTER FOR CENTRAL AMERICA, PANAMA AND THE DOMINICAN REPUBLIC, GUATEMALA

Work for the IMF. Work for the World.

This is a contractual position based in Guatemala City.

The International Monetary Fund's (IMF) Regional Technical Assistance Center for Central America, Panama, and the Dominican Republic (CAPTAC-DR) is looking for a highly motivated and proactive Technical and Administrative Assistant. The successful applicant should have excellent organizational and communication skills, be adaptable, and able to work in a fast-paced environment.

About CAPTAC-DR. CAPTAC-DR [<https://www.captac-dr.org/content/captacdr/es.html>] is based in Guatemala City and is part of the regional capacity development centers established by the IMF around the world to offer technical assistance and training. The main objective of the Center is to assist in strengthening the technical and institutional capacities of its member countries. The Center also seeks to support the efforts of its members toward greater regional economic integration. CAPTAC-DR covers seven areas of economic policy work, each managed by a Resident Advisor.

Expectations and qualifications. The selected candidate will support the work of two CAPTAC-DR Resident Advisors and work closely with other Center staff to support the work of the Center. Candidates should be able to deliver consistently high-quality work often tight deadlines and build and maintain effective working relationships with colleagues inside and outside the Center. They should also be highly responsive and proactive, and able to multi-task efficiently while remaining attentive to details. Candidates should have, or be in the final stages of completing, a bachelor's degree in business administration, economics, industrial engineering, or a related field. Proficiency in MS Office applications (Word, Outlook, Excel, PowerPoint, Teams) is required. Prior experience in their field is desirable but not required. Fluency in English and Spanish are required.

Responsibilities. Major tasks you are expected to perform include:

- Provide technical support to their direct managers, including i) in IMF-specific IT platforms, and ii) databases for the work areas assigned.
- Support the planning and organization of training (seminars, workshops, and courses) delivered by the Center to member countries.
- Contribute to periodically update CAPTAC-DR's website and repository of TA reports.
- Provide support in the preparation of CAPTAC-DR's Annual and Quarterly Progress Reports.
- Contribute to the planning and execution of CAPTAC-DR's outreach activities, including social media management and preparation of the Center's Quarterly Newsletter.
- Prepare contracts for CAPTAC-DR's non-resident experts who provide technical assistance (TA) or training in the areas covered by the Center's Resident Advisors.
- Make travel arrangements and create a record of mission expenses by resident advisors and short-term experts to process reimbursements.

Application Process. Well-qualified candidates should send an email to jcastaneda@imf.org by February 26, 2024, with the subject "CAPTAC-DR Technical and Administrative Assistant Application 2024". In the email, applicants need to include an updated curriculum vitae. Short-listed candidates will be contacted for an interview. The UN Salary Scale for the position is GS-5 (Guatemala).

The IMF is committed to achieving a diverse staff, including age, creed, culture, disability, educational background, ethnicity, gender, gender expression, nationality, race, religion and beliefs, and sexual orientation.