International Monetary Fund
The Middle East Regional Technical Assistance Center (METAC)

Vacancy Announcement: Administrative Assistant

Institution:

METAC was established in October 2004 as a collaborative venture between the International Monetary Fund (IMF), member countries, and bilateral and multilateral development partners. The center provides capacity development services to member country authorities in the fiscal, monetary, financial sector, general macroeconomic and statistics areas. Technical assistance and training activities are tailored to the needs of METAC’s 14 member countries.

Administrative Assistant (AA):

The selected candidate will perform a wide variety of administrative functions in the office, in support of the Director of the center, the office manager and the long-term experts (LTX), in close coordination with two other Administrative Assistants. The main duties and responsibilities are envisaged as follows:

1. Technical assistance / events planning and travel arrangements
   - Planning and coordinating the administrative and logistical arrangements of technical assistance activities and workshops/seminars/conferences delivered by METAC—both virtual and face-to-face in-country and in other member countries.
   - Coordinating the organization of webinars and serving as host.
   - Preparing, disseminating, and archiving technical assistance / events material, including briefing papers, programs, invitations, presentations, back-to-office reports and evaluations.
   - Performing administrative and logistical tasks related to official travel by METAC staff and workshop/seminar participants from member countries, including visa preparation.
   - Processing expense reports for the director and short-term experts (STX).

2. Document preparation and dissemination
   - Preparing and formatting office letters, reports prepared by LTXs, and other official documents for dissemination based on IMF standards.
   - Coordinating translations of documents and presentations.
   - Drafting various routine correspondences (emails and letters) on office matters.
   - Liaising with the host country (Lebanon) government agencies, on matters relating to diplomatic status, resident permits, and visas.
   - Taking minutes of meetings and managing internal record-keeping of office documents.

3. Other administrative matters
   - Assisting with the settlement of new external staff.
   - Handling other administrative responsibilities as delegated by the Office Manager or METAC Director and backing up the work of the other administrative assistants.
Job Qualifications:

**Background:** A bachelor’s degree from an accredited university, preferably with a minimum of two years of relevant experience in office administration.

**Main skills:**
Strong office administration skills with attention to details and accuracy; excellent organizational and time-management; good interpersonal and teamwork; effective written and verbal communication skills.

She/he needs to be very flexible, with dedication and a good drive for results; strong problem-solving aptitude and the ability to work under tight deadlines.

She/he is expected to learn new tasks and IT systems pertinent to the IMF; pursue training, as necessary; and be comfortable in a multi-cultural office.

A Strong working knowledge of Microsoft Word, Excel, PowerPoint, and video conferencing tools (Teams, WebEx, Zoom) are essential. Access to a computer with high-speed Internet are also needed for occasional home office work. Other training courses and work experience in an international environment are a distinct advantage.

The AA will need to exercise appropriate discretion in dealing with sensitive material and cooperate closely with IMF headquarters in Washington. Given time differences with IMF headquarters and different working days for member countries, occasional work hour flexibility is required.

**Language:** Written and verbal fluency in English and Arabic are required. French is an added advantage.

**Application procedure:**
Qualified candidates to send their Curriculum Vitae and one-page cover letter in English, expressing their interest, achievements, and suitability for the job, together with the names of two business references to: METAC-Recruitment@IMF.org, no later than March 09, 2022

Only shortlisted applicants will be contacted for interview.

**For further information about the Center, please visit** www.imfmetac.org