



IMF-PFTAC REGIONAL TECHNICAL ASSISTANCE CENTER ADVERTISEMENT FOR ADMINISTRATIVE ASSISTANT/ASSISTANT IT OFFICER

The IMF's PFTAC center is a collaborative venture between the International Monetary Fund (IMF), its 16 Pacific Island member countries, bilateral and multilateral partners. PFTAC works to strengthen the capacity of its member countries to formulate and implement their own reforms and poverty-reducing macroeconomic policies.

Duties of Administrative Assistant/Assistant IT Officer

The administrative assistant is responsible for supporting the Director, the Resident Advisors, and the Office Manager (OM) in their daily work. In addition, the Administrative Assistant/Assistant IT Officer is expected to ensure the smooth functioning of the office's IT infrastructure, under the supervision of the Senior Administrative Assistant/IT Operations.

Specific responsibilities of the Administrative Assistant/Assistant IT Officer include (but may not be limited to):

- Monitor the implementation of center activities and assist resident advisors in implementing their work programs, which include regional workshops, travels and missions in the PICs, contracting short-term experts (STX), creating and finalizing briefing papers and back-to-office reports.
- Provide administrative support to workshops (including preparing the workshop budget, managing workshop participant lists, producing workshop documents and assisting with travel arrangements for the participants). The position requires traveling within Fiji and in the countries supported by the Center.
- Coordinate office technology and its application, identify and assist in the resolution of a wide range of technology-related problems (hardware, software, and communication).
- Facilitate the exchange of IT information within the Center.
- Support management of the office website and social media platforms.

Qualifications and Experience

- Degree in IT management and/or administration management with a minimum of 3 years of professional experience in a similar position.
- Excellent English oral and written communication skills.
- In-depth command of Word, Excel, Zoom, Microsoft Teams, WebEx and PowerPoint applications.
- Ability to manage a broad range of technology needs, including hardware/software set-up and troubleshooting internet connectivity, and remote computing.
- Knowledge of web development and maintenance.
- It would be an asset to have a driving license.

Applications close on Friday 3rd March, 2023.

Please send CVs, copies of reference and letter of motivation with supporting documents to MSamuella@IMF.org. Only shortlisted candidates will be contacted. The successful candidate will be employed under an initial one-year contract following a probationary period that may be renewed subject to satisfactory performance. IMF promotes gender equality, and seeks out applicants with varied backgrounds, viewpoints, skills and experiences. You can also download a copy of this vacancy from our website, www.pftac.org.