



## Vacancy Notice

### IMF-AFRITAC WEST2 REGIONAL TECHNICAL ASSISTANCE CENTER ADVERTISEMENT FOR ADMINISTRATIVE ASSISTANT

**This advertisement is a call for applications for the position of administrative assistant at the IMF's AFRITAC WEST2 Regional Technical Assistance Center.**

**IMF AFRITAC WEST2 (AFW2).** The IMF's AFW2 regional technical assistance centre is a collaborative venture between the International Monetary Fund (IMF), its member countries (Cabo Verde, Ghana, Liberia, Nigeria, Sierra Leone, and The Gambia), and bilateral and multilateral donors. The Center works to strengthen the capacity of its member countries to formulate and implement their own growth-oriented, poverty-reducing macroeconomic policies. The Offices of IMF's AFW2 are in Accra in the World Bank building.

#### **Duties of Administrative Assistant**

The administrative assistants are responsible for supporting the Center Director (CD), the resident advisors, and the Office Manager (OM) in their daily work. Although assistants work primarily with their designated professional staff, they are expected to be fully knowledgeable about each other's' work and to be able to fully provide back up for one another. Their responsibilities are:

#### **ADMINISTRATIVE TASKS**

- Provide typing and secretarial support, including drafting routine correspondence, edit documents for grammar, spelling, and punctuation, and format them in accordance with the IMF's office style.
- Review documents submitted to CD's approval to ensure accuracy, conformity to standards, and completeness.
- Produce documents, including memoranda, correspondence, compound documents (comprising text, tables, and charts). They file documents in, and retrieve them from, physical and electronic document repositories.
- Liaise with member-country government agencies, in particular on matters relating to resident permits for the Resident Advisors (RAs) and visas.
- Assist visitors, including with escorting them to the office when necessary.
- Finalizing, transmitting and filing Technical Assistance (TA) reports.
- Assist their respective RAs in creating the briefing papers, back-to-office reports (BTOs) templates in the mission tracking platform.
- Monitor the implementation of missions and ensure conformity with the approved work program.
- Manage the contracting of short-term expert travel (STX) in close collaboration with TA departments.
- Manage RA and STX travel, process travel claims and ensure timely reimbursements.
- Provide administrative support to workshops (e.g., preparing workshop budget, managing workshop participant lists, producing workshop documents, travel arrangements for the participants, etc.).
- Support to regional workshops will involve travel to member countries.

### **Training and knowledge required**

- Degree in secretarial, administrative and / or management. Excellent command of English, Word, Excel and PowerPoint software.
- Excellent interpersonal skills and communication skills in a multicultural and diverse environment.
- Professional experience of 3 years minimum in a similar position.
- **DEADLINE FOR RECEIPT OF APPLICATIONS: November 5, 2019.** Send CVs, diplomas, copies of references and letter of motivation to the following address: [afw2web@imf.org](mailto:afw2web@imf.org). Only shortlisted candidates will be contacted.