



IMF AFRITAC West 2: Vacancy Notice



The International Monetary Fund (IMF) is seeking for its Regional Technical Assistance Center in Accra:

The Economist/Special Projects Officer

Description of duties:

The Economist/Special Projects Officer undertakes the following duties and responsibilities, working closely with the coordinator and resident advisors:

- Assists the Center Coordinator in preparing and monitoring the implementation of the annual work plan and in preparing periodic reports to the Center's Steering Committee.
- Contributes to the preparation of the Annual Report of the Center.
- Contributes to outreach publications of the Center, playing a key role in the preparation of the Center's newsletter and the management of the Center's website and Facebook page.
- Supports the development of the results-based management (RBM) framework at the Center, working closely with the RBM advisor.
- Provides supporting research and presentations for the resident advisors' regional workshops, and assists them with outreach activities.
- Analyzes economic time series data, defines data needs and requirements for use by the coordinator and advisors. Produces charts, graphs, and tables.
- Independently researches, collects and compiles information on member countries; maintains and updates quantitative and qualitative economic, financial or statistical databases.
- Keeps abreast of developments with respect to IMF capacity development policies and surveillance/program work in member countries.
- Contributes to the development of the 5-year strategy for the Center, including preparation of country notes.
- Performs other related duties as required.

Competencies

- **Professional Requirements** – (a) familiarity with at least one area of work of the Center (public finance management, macroeconomic and fiscal analysis, revenue administration, monetary policy and operations, financial stability issues, payment systems, and economic and financial statistics); (b) ability to summarize complex economic concepts into accessible written pieces; (c) ability to interpret and present statistical information; (d) good knowledge of principal sources and retrieval systems of economic and social development data; and (e) strong analytical and conceptual skills.
- **Program/Task Management** – (a) fully recognized capacity to work flexibly on a range of assignments; (b) proven ability to anticipate, adjust to and prioritize a variety of complex, evolving tasks, mastering unfamiliar work quickly in a committed fashion, and (c) Strong organizational skills.
- **Communication** – (a) demonstrates superior communications skills (listening effectively, speaking persuasively, writing clearly and concisely) in the performance of research and analysis tasks.

- **Personal Leadership** – (a) is accessible to other staff; (b) takes initiative to share knowledge and experience; (c) accepts and gives constructive feedback; and (d) takes initiative to improve and pursues personal development and training programs.
- **Teamwork** – (a) Proven ability to develop effective relations within/outside the office, and to promote collaboration within the team to meet unit objectives; (b) ability to work with a range of senior professionals from various backgrounds.

Qualifications and skills required

- A Master's degree in economics, finance, international development, or statistics with five years' experience of which two are related to the position.
- Advanced knowledge of Microsoft Office package (Excel, Word, PowerPoint) is required. Knowledge of statistical and econometrics techniques and proficiency in econometrics packages (e.g., STATA, Eviews, MATLAB, SAS, R) are an advantage. Demonstrated proficiency in English (oral and written) with excellent writing skills. Proficiency in Portuguese is an advantage.

Interested applicants are invited to send a CV (with referees listed) along with copies their certificates, and a letter of motivation to the following address:

AFRITAC West 2/IMF

Ref: Economist/Special Project Officer

Email: afw2Web@imf.org

DEADLINE FOR RECEIPT OF APPLICATIONS: April 23, 2018

Only shortlisted candidates will be contacted