



## **IMF-AFRITAC WEST2 REGIONAL TECHNICAL ASSISTANCE CENTER ADVERTISEMENT FOR ADMINISTRATIVE ASSISTANT/IT OFFICER**

**This advertisement is a call for applications for the position of Administrative Assistant/IT Officer at the IMF's AFRITAC WEST 2 Regional Technical Assistance Center (AFW2) based in Accra, Ghana.**

The IMF's AFW2 Center 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 partners. AFW2 works to strengthen the capacity of its member countries to formulate and implement their own growth-oriented, poverty-reducing macroeconomic policies.

### **Duties of Administrative Assistant/IT Officer**

The Center's administrative assistants are responsible for supporting the Center Director (CD), the resident advisors (RAs), 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 provide back up for one another. The Administrative Assistant/IT Officer, in addition, ensures the smooth functioning of the office's IT infrastructure, supported by IMF headquarter experts. Specific responsibilities of the Administrative Assistant/IT Officer include (but may not be limited to):

- Provide editing and drafting support, including drafting routine correspondence, editing documents for grammar, spelling, and punctuation, and formatting them in accordance with the IMF's office style.
- Produce documents, including memoranda, correspondence, compound documents and reports (comprising text, tables, and charts), and transmit, file, and retrieve them from electronic document repositories.
- Monitor the implementation of center activities and assist their respective RAs in contracting short-term experts (STX) and creating briefing papers and back-to-office reports (BTOs) in the IMF's capacity development management and administration system (CDMAP).
- Manage RA and STX travel, process travel claims and ensure timely reimbursements.
- Provide administrative support to workshops (including preparing the workshop budget, managing workshop participant lists, producing workshop documents, assisting with travel arrangements for the participants).
- Coordinate office technology and its application and 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 websites and social media platforms

### **Qualifications**

- Degree in administration and /or management or IT and 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.
- Some knowledge on web development and maintenance.
- Excellent interpersonal skills and communication skills in a multicultural and diverse environment.

**DEADLINE FOR RECEIPT OF APPLICATIONS: October 31, 2021.** Please send CVs, copies of references and letter of motivation with supporting documentation to the following address: [afw2web@imf.org](mailto:afw2web@imf.org). Only shortlisted candidates will be contacted.