

International Monetary Fund
South Asia Regional Training and Technical Assistance Center

Date of Issue: 29 July 2019
Closing Date: 09 August 2019

Job Title : **Administrative Assistant (with strong IT and Finance Skills)**

Organization : **International Monetary Fund**
South Asia Regional Training and Technical Assistance Center

Duty Station : **New Delhi, India**

Duration of Contract: Initially 1 year (renewable on performance basis)

The International Monetary Fund's South Asia Regional Training and Technical Assistance Center (IMF SARTTAC) is a collaborative venture between the IMF, the member countries and development partners. The mandate of IMF SARTTAC is to strengthen the skills of officials from the six-member countries (Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka) in economic analysis, diagnosis, and policy formulation through the provision of capacity building advice and skill development in the IMF's core areas of macroeconomic and financial management.

The IMF invites applications for the position: Administrative Assistant (with strong IT and Finance Skills)

Job Summary:

Administrative Assistant will primarily be responsible for support in matters of IT and also work on IT based softwares related to Finance & Administrative work of the Center and contribute to the smooth operation of related systems by assuming responsibility for organizing and coordinating workflow. **The incumbent should be flexible, able to multi-task and possess strong skills in numbers, MS excel, ability to manage large databases and formatting skills in MS Word and Power Point. The incumbent will be provided on job training.**

Administrative Assistant will report to the Director (SARTTAC).

In addition to routine administrative functions, the incumbent is expected to back-up (i) Sr. IT Officer and (ii) Budget Assistant during their absences and periods of heavy workload and perform similar assigned work. Staff in these positions undertake diverse and complex assignments with minimal supervision.

The job is based in New Delhi at SARTTAC, 6th Floor, Worldmark 2, Aerocity, New Delhi, India-110037.

Duties and Responsibilities

A) IT Matters

- Experience and knowledge of Windows Servers (File and Print server), Local Area Network (LAN), IP addressing and Cisco switches, backup devices, DR and BPC planning.
- Connecting client computers to the server. Manage shared folders, install network printer and installing software.
- Troubleshoot problems with laptop like fixing internet not working, booting problem, hanging issues, access issues. Support staff with all IT issues as Tier 1 support person.
- Experience with WiFi access points and controller.
- Knowledge of Firewall and anti-virus software.
- Through knowledge of MS Word, Excel, PowerPoint and Adobe Acrobat Pro.
- Operational experience with AV equipment like LCD projectors, digital or analog sound system and Video conferencing infrastructure.

- Liaison with IT vendors, OEM call centers and explaining the problem in technical details, knowledge of remote troubleshooting applications.

Desirable IT Skills

- Knowledge of website designing using any CMS (content Management System) or plain HTML using Dreamweaver.
- Experience with Photoshop, database and statistical packages and Learning Management System like Moodle will be added advantage.
- Knowledge of UPS and power backup systems for data center.
- Knowledge of CCTV camera and access control system.
- Knowledge of VoIP and unified communication.
- Knowledge of some language like R/Python would be a plus

B) Work on IT based softwares related to Finance & Budget

- Assist in all accounting and book keeping related to the office.
- Assist in preparing bank reconciliation statement and status of fund on a monthly basis and verify the accuracy of the statements and books of accounts;
- Support Budget Assistant / Office Manager to maintain complete sets of books of account according to the principles of accounting and update it on a daily basis.
- Process timely payments of vendors, travel and other claims of staff. Coordinate with vendors and HQ finance team for timely payment.
- Keep track of all contracts and related payments.
- Assist in preparation of documents for contracting and procurement of goods and services, including maintenance and physical verification of assets.
- Within the assigned area of responsibility, draft letters/ correspondences, audit replies, etc.
- Prepare and submit expenditure and project budget status reports;

- Monitor project activities, budget and financial expenditures and maintain a proper record of approved project budgets and their revisions;
- Any other function as required pertaining to the effective implementation of the project.

C) Work on IT based softwares related to Administrative Support

- Provides full range of office support services including organizing and maintaining the Director/ Resident Advisors/Economists/Professional Staff / Office Manager, calendars.
- Provides a variety of document production and editing functions, including memoranda, correspondence, technical assistance reports, newsletters, annual report, and presentations. Handles travel logistics (hotels, visa, security clearance, etc.,) and processes expense reports.
- In conjunction with and under guidance from Director (SARTTAC) and OM, monitors specific activities within own team and provides feedback on integration of center-wide administrative processes and activities as assigned.
- Prepares and coordinates logistics for conferences, meetings, Directors of Training seminar, etc., and for incoming guests and VIPs, e.g., schedules, meeting materials, travel arrangements, drivers' schedule, and payment requests/orders if any.
- Maintains institutional filing system and databases and produces course/participant statistics as requested.
- Administers courses locally-within India and overseas as needed

Note: This list of duties is illustrative of regular and recurring functions, however incumbent is expected to back up others and perform similar assigned work.

Work implies frequent interaction with Office staff at all levels, IMF Headquarters staff, Official visitors, Vendors/Government officials.

Competencies:

- Communication - (a) Expresses ideas and concerns openly and constructively, (b) shares knowledge and information appropriately with team members/clients, (c) delivers verbal and written information effectively, (d) demonstrates tact and judgment when exposed to sensitive and confidential matters and (e) recognizes and promotes a harmonious environment.
- Personal Leadership - (a) builds credibility with others through actions, (b) mentors/guides/shares knowledge with less experienced staff, (c) effectively supervises others as required, (d) actively contributes to and supports the delivery of unit goals, (e) seeks ways to improve and deals constructively with feedback, (f) sets the tone acting as a role model to other general services staff, and (g) takes initiative to improve and pursues personal development and training opportunities.
- Teamwork - (a) shares knowledge to enhance team's effectiveness, (b) recognizes and addresses challenges to effective teamwork and (c) ensures a motivating environment that supports unit decisions, and (d) collaborates at all levels.

Qualifications and Experience:

- A graduate in science or commerce with diploma or degree in computer applications. 5 Years post qualification experience
- Excellent knowledge of spoken and written English
- Ability to follow through on team priorities and respond to requests for information.
- Ability to produce high-quality work under pressure
- Demonstrate attention to detail. Ability to manage multiple tasks and complete tasks within agreed schedule.
- Ability to communicate clearly—to expresses ideas and concerns openly and constructively, and deliver verbal and written information effectively

Please send your curriculum vitae by August 9, 2019 to pbhardwaj@imf.org. Please provide a telephone number and e-mail address where you can be contacted.

Only shortlisted candidates will be contacted.

IMF - South Asia Regional Training and Technical Assistance Center
<http://www.sarttac.org/>

email address: pbhardwaj@imf.org
