

INTERNATIONAL MONETARY FUND
South Asia Regional Training and Technical Assistance Center

The IMF- South Asia Regional Training and Technical Assistance Center (SARTTAC), is a collaborative effort between the International Monetary Fund (IMF) and several bilateral donors with a mission 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 SARTTAC invites applications for the following position: Course Administrator

I. Scope/ Objectives:

Under the general supervision of the Director (SARTTAC) and Deputy Director in charge of Training, the Course Administrator carries out course administration functions related to training and workshop activities.

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

III. Functions/ Key Results Expected:

- Manages the events prior to, during, and after the training and workshops;
- Works with Budget Assistant to give input for preparing budget for the trainings and workshop
- Requests nominations from country authorities for assigned courses.
- Processes online and hard-copy nominations.
- Reviews the registration data for accuracy and consistency.
- Ensures completion of accurate applicant profiles.
- Generates reports and correspondence.
- Ensures appropriate and prompt notification of selection decisions to country officials.
- Drafts regular and non-routine correspondence to applicants and sponsors
- Responds to numerous queries on status of nominations.
- Works closely with Senior course coordinator, other Admin Staff and the Office Manager to ensure the smooth delivery of training programs.
- Ensure that course/seminar materials are promptly disseminated on course extranet sites and in lecture rooms and that course-related supplies are readily available.
- Provides Tier 1 IT support to participants and teaching staff and contact IT specialists as needed.

- Coordinates and implements induction and administrative arrangements during the participants' stay at the training center location, including travel, visas, accommodation, security badges and social activities.
- May serve as contact person on travel and visa related issues.
- Serves as back-up for Sr. Course Administrator, other Course Administrators and other Admn. Staff coordinating courses and perform other duties, as assigned.
- Requests laptops for hands on course exercises as needed and download required spreadsheets.
- Attends to all participant related emergencies (e.g., medical) in coordination with office management.
- Occasionally works outside working hours to ensure smooth delivery of course-related social activities or to handle participant emergencies when required, and to ensure timely completion of course administration.
- Travels abroad (including High risk location countries) in connection with the Center's work
- In coordination with the Director, Deputy Director, Office Manager and Sr. Course Administrator, oversees training administration (assist in contracting hotels for arranging accommodation for course participants, assist in contracting travel agency and Airlines for air ticketing / transportation of participants) and ensuring adequate supplies related to training programs
- Works closely with the Sr. course coordinator / other course administrators / admin staff on PATS, Moodle and other Fund systems and skills for organization of courses;
- Any other task assigned by SARTTAC management

IV. Competencies:

- Strong interpersonal and client service skills with proven ability to deal tactfully and in a professional manner with officials from different cultures and background.
- Effective organizational and prioritization skills are essential, with proven ability to manage multiple tasks.
- Strong analytical and problem solving skills required.
- Ability to work both autonomously and in a team environment under tight deadlines, showing initiative and acute attention to details.
- Ability to effectively use the Internet for basic searches and to quickly grasp and adapt to new technologies.

V. Qualifications & Requirements:

Education: Bachelor Degree in Business or Public Administration, Public Relations or other closely related field.

Language: Strong oral and written English communication skills are required.

IT Skills: High computer literacy; working experience on MS-Office (Word, Excel, Outlook, PowerPoint, and SharePoint) is a must. Knowledge of troubleshooting audiovisual and computer equipment and experience in databases (Access/PeopleSoft) will be an advantage.

- VI. **Please send your curriculum vitae by January 8, 2018** to the e-mail address listed below. Please state that you are applying for the CA position and 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

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