



INTERNATIONAL MONETARY FUND
South Asia Regional Training and Technical Assistance Center

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Job Vacancy: Support Services Liaison (Administration)
IMF South Asia Regional Training and Technical Assistance Center (SARTTAC)

The International Monetary Fund (IMF) is recruiting a highly motivated individual for the post of Support Services Liaison (Administration) in its South Asia Regional Training and Technical Assistance Center (SARTTAC) in New Delhi. Under the general supervision of the Director and day-to-day supervision of the Office Manager (OM) in SARTTAC, the Support Service Liaison (Administration) will contribute to the smooth operation of the office complex occupied by SARTTAC (henceforth "facility") and carry out administrative support functions.

Primary responsibilities: The successful candidate should be capable of performing basic office administration functions, including overseeing housekeeping services in the facility, set-up of training/breakout rooms for courses and workshops, and catering and hospitality functions for training and other events in SARTTAC, in coordination with office management and course administration in SARTTAC. They should also be familiar with the physical plant of the facility and selected IT equipment. The successful candidate should possess a background that enables them to gain strong working knowledge of the facility's general logistical functions to ensure a safe, clean, and productive environment for staff and visitors. They should also be well organized so that they can support the maintenance of service records of office equipment, detailed inventories of office furniture and supplies and household effects of the Director's residence, and various physical/electronic files on facility operations, all under the guidance of the OM. From time to time, they may be asked to support other functions of the office, including selected technical services.

The successful candidate will be versatile and adaptable in their responsibilities, capable of multi-tasking in a highly active environment, and able to demonstrate good organizational skills. They should have strong interpersonal and teamwork skills and appropriate technical and problem-solving abilities and be able to take direction, communicate openly, and work with limited supervision. Attentiveness to detail and a readiness to work outside normal office hours are also important.

Remuneration: This full-time position carries a competitive salary and benefits. An initial one-year contract will be offered to the successful candidate, subject to renewal based on budget and performance. A complete terms of reference for the position will be made available to applicants selected for an interview.

Main Qualifications: A high-school diploma or equivalent, with a bachelor's degree at an accredited university desirable, and at least five years of relevant experience working in a professional setting providing desired technical support. A background check will be performed on the successful candidate before any offer of employment is made to ensure no encumbrances that would hinder their suitability for the position.



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Other Requirements: Basic English proficiency in speaking and drafting (the working language of the IMF), demonstrated use of the Microsoft Office Suite (Excel, Word, and PowerPoint), and a strong willingness to learn new procedures are required. Experience with an international organization or in an office setting is also desirable.

Application Process: Please email an up-to-date curriculum vitae and/or one-page cover letter indicating prior experience, interest in the job, and names of references to pbhardwaj@imf.org, with the name of the applicant and "Application for Support Services Liaison (Administration)" in the subject line. Incomplete or late applications will not be considered.

Application Deadline: Friday, January 5, 2024

About Us: SARTTAC is an integrated training and technical assistance center located in New Delhi India. As a collaborative venture between the IMF, member countries, and development partners, SARTTAC's strategic goal is to help its members (Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka) strengthen their institutional and human capacity to design and implement macroeconomic and financial policies that promote growth and reduce poverty. For more information on SARTTAC, see www.sarttac.org and on X/Twitter [@sarttac](https://twitter.com/sarttac).