



INTERNATIONAL MONETARY FUND

TERMS OF REFERENCE

Position Title: Administrative Assistant

Location: Resident Representative Office in Tajikistan

Reports to: Head of Office

Grade: GS-5

This position is located at the International Monetary Fund (IMF)'s Resident Representative Office in Tajikistan. Under the general supervision of the Head of Office, the Administrative Assistant is responsible for managing the office workflow, including scheduling and coordinating meetings and travel arrangements of the office staff. The Administrative Assistant provides essential administrative and logistical support to ensure the smooth operation of workshops and conferences. The Administrative Assistant plays a key role in facilitating communication within the office team and with external stakeholders.

1. Duties and Responsibilities:

Within limits of delegated authority, the Administrative Assistant (AA) undertakes the following duties and responsibilities:

- Provides full range of office support services to the manager, including organizing and maintaining the Head of Office/Economists' calendars.
- Contributes to operation of office support work and related systems by taking responsibility for organizing and coordinating workflow.
- Mentors, trains, resolve conflicts, and supervises support staff as appropriate.
- Ensures timely delivery and quality of outputs.
- Participates in preparation of staffing plans and contributes to the performance management process.
- Supports the Head of Office with respect to staff recruitment, contract and salary issues.
- Monitors and reviews work program and budgets. Processes and follows up on all budget related issues, e.g., consultant contracts, travel arrangements, payment requests, etc.
- Prepares budgetary information required for quarterly reviews.
- In conjunction with and under guidance from relevant higher-level staff, monitors specific activities within own team.
- Research information using IMF's systems, databases, and internet.
- Prepares and coordinates logistics for conferences, workshops, document review, meetings, etc. This includes logistical support for incoming missions, e.g., mission schedules, travel arrangements, drivers, etc.
- Interprets rules and regulations with respect to domestic/international travel. Takes responsibility for coordinating the same.
- Takes responsibility for maintaining institutional filing systems and databases.
- Performs basic troubleshooting of hardware problems (e.g., printer interface, modem, cable connections, etc.) and operating system level problems (e.g., directory creation, printer setup, server connections, virus checks, etc.). Facilitates exchange of office technology information.
- Maintains an effective network of contacts with government officials, donors, civil society, academia,



business, media, IMF Headquarter departments, and other country offices. Works with the Communication Department (COM) staff in the development/maintenance of COM Country web site.

- Provides informational and logistical support with respect to the Head of Office's contacts with officials at senior levels, both internally and externally in the country of operation.
- Routinely reviews/gathers/translates information from newspapers, press releases, newsletters, clipping services, and media sources pertaining to the IMF and its work or policies. Highlights/conveys appropriate information to the Head of Office/Economists.
- Acts as the security focal point, responsible for all security and staff safety. Interacts with appropriate agencies (e.g., UN) with respect to security issues.
- Acts as a conduit between management and other staff.
- Performs other ad hoc duties as required.

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

2. Skills and Qualifications:

Education:

- Bachelor's degree in business administration or experience in a variety of fields, e.g., basic finance and accounting, human resources, audit, administrative, or in other related fields is desirable.

Experience:

- Five years or more of relevant experience.

Skills:

- Ability to follow through on team priorities and respond to requests for information.
- Ability to produce high-quality work under pressure.
- Advanced knowledge and experience working with Microsoft Office applications (Excel, PowerPoint, Word, etc.).
- Demonstrated 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.

Language Requirements:

- Proficiency in English (written and spoken).

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- Viable candidates must be nationals or residents of the country Tajikistan or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance for obtaining work permits.
 - The IMF is guided by the principle that the employment, classification, promotion, and assignment of staff shall be made without discrimination against any person. We welcome requests for reasonable accommodations for disabilities during the selection process. Information on how to request accommodations will be provided during the application process.



- Deadline for applying is July 9, 2025
- Please send resume and a cover letter to RR-TJK@imf.org
- (Please state in the subject of the **email: Job Application to Admin Assistant**)
- Only shortlisted candidates will be contacted for an interview.