



CAPTAC-DR
Centro Regional
de Asistencia Técnica
de Centroamérica, Panamá,
y República Dominicana

International Monetary Fund's (IMF) Regional Technical Assistance Center for Central America, Panama, and the Dominican Republic (CAPTAC-DR)

Vacancy Announcement

Administrative Assistant – GS 5

Work for the IMF. Work for the World.

The International Monetary Fund's (IMF) Regional Technical Assistance Center for Central America, Panama, and the Dominican Republic (CAPTAC-DR) is looking for a highly motivated and proactive **Administrative Assistant** to support its operations and contribute to effective delivery of its technical assistance and training activities.

The selected applicant should demonstrate strong organizational and communication skills, adaptability, and the ability to perform effectively in a fast-paced environment. The role requires strong coordination skills and the ability to interact with internal and external stakeholders in an international environment.

This is a contractual position based in Guatemala City. The position is offered as a one-year local contractual appointment with the possibility of renewal, subject to organizational needs and satisfactory performance. Candidates must be nationals or residents of Guatemala or be able to independently obtain a valid work permit prior to start date. The IMF will not sponsor or facilitate work permits.

Job Summary

Under the general guidance of the Director and the supervision of the Office Manager, and in close coordination with the Project Manager and Resident Advisors, the Administrative Assistant provides administrative and operational support to the Center's professional staff, including the Regional Advisors, in close collaboration with other Administrative Assistants across the center. The Administrative Assistant is expected to provide backup support during absences and peak workload periods and perform other related duties as assigned.

Expectations and qualifications.

The selected candidate will support the work of two CAPTAC-DR Resident Advisors and work closely with other Center staff to support the work of the Center. Candidates should be able to deliver consistently high-quality work, often under tight deadlines, and build and maintain effective working relationships with colleagues inside and outside the Center. They should be highly responsive, proactive, and able to multitask efficiently while remaining attentive to detail.

Candidates should have a bachelor's degree. A minimum of three years of relevant experience combining hands-on administrative execution with coordination and operational responsibility in an office or institutional setting is required. Demonstrated experience supporting the organization of events, workshops, seminars, or training activities is required. A master's degree in business administration, project management, or a related field would be considered an asset. Fluency in English and Spanish is required.

Proficiency in MS Office applications (Word, Outlook, Excel, PowerPoint, Teams) is required. Candidates should also demonstrate discretion in handling confidential and sensitive information. Occasional flexibility in working hours may be required due to coordination with IMF Headquarters and member countries. Willingness to undertake domestic and regional travel, as required in support of CAPTAC-DR training activities, is required.

The ideal candidate should demonstrate the ability to follow through on team priorities and respond effectively to requests for information. Additionally, they should possess excellent communication skills, with the ability to express ideas and concerns openly and constructively, and to convey verbal and written information clearly and effectively.

Responsibilities. Major tasks you are expected to perform include:

- Provides full range of administrative and operational support to the Center's professional staff, including i) in IMF-specific IT platforms, and ii) databases for the work areas assigned.
- Produces and edits a variety of documents, including memoranda, correspondence, technical assistance reports, newsletters, annual reports, and presentations.
- Prepare contracts for CAPTAC-DR's non-resident experts who provide technical assistance (TA) and training in the areas covered by the Center's Resident Advisors.
- Support the planning and organization of TA missions and training events (seminars, workshops, and courses) delivered by the Center to member countries.
- Coordinates travel logistics (hotels, visa, security clearance, etc.,) and processes expense reports in accordance with IMF procedures.
- Supports follow-up and coordination on technical assistance activities, ensuring that mission documentation, correspondence, and related records are properly prepared, transmitted, archived, and handled in accordance with IMF confidentiality standards.
- Maintains participant lists and supports the use of IMF training platforms and digital tools for courses, workshops, and seminars, with a high degree of accuracy and attention to deadlines.
- Takes meeting minutes and supports follow-up on agreed actions, as required.
- Supports the organization and delivery of virtual meetings and events, including preparation of meeting links and basic technical support to ensure smooth connectivity.

- Coordinates with external counterparts and service providers, including liaison with IMF Headquarters as required, under the guidance of the Office Manager.
- Contributes to the planning and execution of CAPTAC-DR's outreach activities, including social media management and preparation of the Center's Quarterly Newsletter.
- Monitors assigned activities within the team and supports coordination of administrative processes, under the guidance of the Office Manager and Project Manager.
- Research information using IMF's systems, databases, and online courses.
- Maintains institutional filing systems and databases and produces course and participant statistics, as requested.
- Liaises with the Ministry of Foreign Affairs, under the guidance of the Office Manager, on matters related to the Director and Resident Advisors (e.g., Diplomatic cards, shipment of personal belongings).
- Prepares informal translations from/to: English and Spanish.
- Provide support in the preparation of CAPTAC-DR's Annual, Quarterly and Financial Reports.
- Provides backup support to other Administrative Assistants during absences or peak workload periods.
- Performs other duties as assigned by the Project and Office Managers.

Application Process. Well-qualified candidates are invited to submit their application via email to the Office Manager, José Castañeda (JCastaneda@IMF.org) by **May 27, 2026**, with the subject "*CAPTAC-DR Administrative Assistant Application – May 2026*". In the email, applicants need to include an (i) updated curriculum vitae, (ii) cover letter, (iii) proof of their highest academic degree, and (iv) proof of a clean criminal record.

Short-listed candidates will be contacted for an interview. The annual salary range for this position is Q. 189,100 – Q. 283,660, according to the UN Salary Scale GS-5 (Guatemala). Actual salary is defined and authorized by IMF Headquarters in Washington D.C.

The IMF is guided by the principle that the recruitment, classification, and assignment of staff are conducted without discrimination. We welcome requests for reasonable accommodation for individuals with disabilities during the selection process. Information on how to request such accommodation will be provided during the application process.