



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

TECHNICAL AND ADMINISTRATIVE ASSISTANT AT THE INTERNATIONAL MONETARY FUND'S TECHNICAL ASSISTANCE CENTER FOR CENTRAL AMERICA, PANAMA AND THE DOMINICAN REPUBLIC, GUATEMALA

Work for the IMF. Work for the World.

This is a contractual position based in Guatemala City.

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 Technical and Administrative Assistant. The successful applicant should have excellent organizational and communication skills, be adaptable, and able to work in a fast-paced environment.

About CAPTAC-DR. CAPTAC-DR [<https://www.captac-dr.org/content/captacdr/es.html>] is based in Guatemala City and is part of the regional capacity development centers established by the IMF around the world to offer technical assistance and training. The main objective of the Center is to assist in strengthening the technical and institutional capacities of its member countries. The Center also seeks to support the efforts of its members toward greater regional economic integration. CAPTAC-DR covers seven areas of economic policy work, each managed by a Resident Advisor.

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 also be highly responsive and proactive, and able to multi-task efficiently while remaining attentive to details.

Candidates should have, or be in the final stages of completing, a bachelor's degree in business administration, economics, industrial engineering, or a related field. Proficiency in MS Office applications (Word, Outlook, Excel, PowerPoint, Teams) is required. Prior experience in office management/administrative work is required. Fluency in English and Spanish are required.

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

Responsibilities. Major tasks you are expected to perform include:

- Provides full range of support services to Center's professional staff, including i) in IMF-specific IT platforms, and ii) databases for the work areas assigned.
- Provides a variety of document production and editing functions, including memoranda, correspondence, technical assistance reports, newsletters, annual report, and presentations.
- Prepare contracts for CAPTAC-DR's non-resident experts who provide technical assistance (TA) or training in the areas covered by the Center's Resident Advisors. Support the planning and organization of technical assistance (TA) missions and training events (seminars, workshops, and courses) delivered by the Center to member countries. Handles travel logistics (hotels, visa, security clearance, etc.,) and processes expense reports.
- Contribute to the planning and execution of CAPTAC-DR's outreach activities, including social media management and preparation of the Center's Quarterly Newsletter.
- In conjunction with and under guidance from Office Manager and Project Manager, monitors specific activities within own team and provides feedback on integration of Center-wide administrative processes and activities as assigned.
- Research information using IMF's systems, databases, and internet.
- Maintains institutional filing system and databases and produces course/participant statistics as requested.
- Provide support in the preparation of CAPTAC-DR's Annual, Quarterly Progress and Financial Reports.
- Performs other duties as assigned by the Project and Office managers and backs up the Administrative Assistants when required.

Application Process. Well-qualified candidates should send an email to the Office Manager, José Castañeda (jcastaneda@imf.org) by **January 10, 2025**, with the subject "*CAPTAC-DR Technical and Administrative Assistant Application 2025*". In the email, applicants need to include an updated curriculum vitae, proof of their highest academic degree, and proof of a clean criminal record.

Short-listed candidates will be contacted for an interview. The annual salary range of the position Q. 173,831 – Q. 260,751.00, according to the UN Salary Scale GS-5 (Guatemala). Actual salary is defined and authorized by Headquarters office in Washington D.C.

The IMF is committed to achieving a diverse staff, including age, creed, culture, disability, educational background, ethnicity, gender, gender expression, nationality, race, religion and beliefs, and sexual orientation.