

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-169-2022
Company Name	Middle East Regional Technical Assistance Center (METAC)- IMF
Industry	Capacity Development
Vacancy	Administrative Assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT, 1 year contract (renewable)
Major(s)	Business Administration or equivalent
Degree	Bachelor
Years of Experience	2 years
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>1. <i>Technical assistance / events planning and travel arrangements</i></p> <ul style="list-style-type: none"> • Planning and coordinating the administrative and logistical arrangements of technical assistance activities and workshops/seminars/conferences delivered by METAC—both virtual and face-to-face in-country and in other member countries. • Coordinating the organization of webinars and serving as host. • Preparing, disseminating, and archiving technical assistance / events material, including briefing papers, programs, invitations, presentations, back-to-office reports and evaluations. • Performing administrative and logistical tasks related to official travel by METAC staff and workshop/seminar participants

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from member countries, including visa preparation.

- Processing expense reports for the director and short-term experts (STX).

2. *Document preparation and dissemination*

- Preparing and formatting office letters, reports prepared by LTXs, and other official documents for dissemination based on IMF standards.
- Coordinating translations of documents and presentations.
- Drafting various routine correspondences (emails and letters) on office matters.
- Liaising with the host country (Lebanon) government agencies, on matters relating to diplomatic status, resident permits, and visas.
- Taking minutes of meetings and managing internal record-keeping of office documents.

3. *Other administrative matters*

- Assisting with the settlement of new external staff.
- Handling other administrative responsibilities as delegated by the Office Manager or METAC Director and backing up the work of the other administrative assistants.