



INTERNATIONAL MONETARY FUND
South Asia Regional Training and Technical Assistance Center

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Job Vacancy: Staff Assistant
IMF South Asia Regional Training and Technical Assistance Center (SARTTAC)

The International Monetary Fund is recruiting a highly motivated individual for the post of Staff Assistant (AA) in its South Asia Regional Training and Technical Assistance Center (SARTTAC) in New Delhi. Applicants should have relevant experience in a professional office setting. The successful candidate will also possess strong interpersonal and teamwork skills and appropriate technical and problem solving abilities. In addition, they will have good written and verbal communication and IT skills and be able to demonstrate a high degree of accuracy and attentiveness to detail and good time management abilities in the day-to-day performance of their responsibilities. These responsibilities will include report preparation, office record-keeping, and official correspondences, working closing with expert advisors and administrative and budget staff in SARTTAC. Some support of training activities done by SARTTAC is also expected.

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 Bachelor's degree at an accredited university is desirable, with at least three years of experience working in a professional office setting providing administrative and/or technical support.

Other Requirements: Good English proficiency (the working language of the IMF), demonstrated use of the Microsoft Office Suite, and a strong willingness to learn new applications and procedures are required. Experience with in an international organization or office is highly desirable. A skills test will be given to interviewed applicants.

Application Process: Please email an up-to-date curriculum vitae and one-page cover letter to sgulati@imf.org, with the name of the applicant and "Application for staff assistant position" in the subject line. Incomplete or late applications will not be considered.

Application Deadline: Monday, March 28, 2022

About Us: IMF South Asia Regional Training and Technical Assistance Center (SARTTAC) is an integrated training and technical assistance center located in New Delhi India. As a collaborative venture between the IMF, the member countries, and development partners, SARTTAC's strategic



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SOUTH ASIA REGIONAL TRAINING
& TECHNICAL ASSISTANCE CENTER

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 Twitter [@sarttac](https://twitter.com/sarttac).