



Middle East Regional Technical Assistance Center, Lebanon

Vacancy Announcement

Administrative Assistant

The IMF's **Middle East Regional Technical Assistance Center (METAC)** located in Lebanon. is seeking to hire a highly qualified **Administrative Assistant** to support its center operations, preferably starting as soon as possible.

METAC was established in 2004 as a collaborative venture between the International Monetary Fund ([IMF](#)), member countries, and bilateral and multilateral development partners to assist its member countries in implementing reforms to address macroeconomic challenges and to build stronger macroeconomic institutions. The center provides [capacity development](#) (CD) services to member country authorities in the fiscal, monetary, financial, general macroeconomic, and statistics areas. Technical assistance and training activities are tailored to the needs of METAC's [14 member countries](#).

METAC's team includes about a dozen regional advisors covering METAC's CD workstreams, the director, the office manager, two economists, and a team of administrative assistants.

The position is offered as a one-year local contractual appointment, with the possibility of renewal for successive terms of up to three years, subject to continued need and satisfactory performance.

Job Summary

Under the general guidance of the Head of Office and the supervision of the Office Manager (OM), the Administrative Assistant (AA) provides secretarial and administrative support to the center's professional staff, including four Regional Advisors (RAs), in close coordination with four other Administrative Assistants. The AA is expected to back up others during absences and periods of heavy workload and perform similar assigned work.

Duties and Responsibilities

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

1. Working closely with regional advisors
 - Assists the advisors in coordination and follow-up on Technical Assistance (TA) activities with authorities, mostly Iraq, Libya, and Yemen because of their limited English language proficiency.
 - Prepares informal translations from/to Arabic, English, and French.
 - Follows up with the advisors on TA activities and makes sure all needed correspondence and mission documents are sent and filed properly: mission information sheet, briefing paper, back-to-office report etc.).
 - Creates and sends virtual meeting details to mission members and ensures that there are no technical difficulties at the launch of the meeting.
 - Assists the RAs in flight booking and hotel reservation for their activities to get better deals from local travel agencies, in consultation with Office Manager (OM).
 - Follows up with the respective RAs on TA summaries to feed the newsletter.

2. Prepares and coordinates logistics for regional workshops, webinars, and outreach events.
 - Prepares and sends invitations.
 - Follows up on confirmation and attendance.
 - Books flights and hotel reservations for participants in workshops in consultation with OM.
 - Creates online surveys using survey platforms.
 - Conducts connectivity tests with the panelists and interpreters (online).
 - Creates participant lists and uploads them on the IMF training platform interface.
 - Coordinates related outreach material (web notes, social media posts etc.).
3. Prepares, edits and disseminates Technical Assistance (TA)-related documents.
4. Other administrative matters
 - Assists with logistics for the annual Steering Committee meeting as advised by the Senior Administrative Assistant (SAA) and OM.
 - Liaises with the Ministry of Foreign Affairs, with the guidance of SAA, on matters related to METAC Director and resident advisors such as: Diplomatic cards, shipment of personal belongings, etc.
 - Handles the issuance and renewal process of UN IDs for METAC staff in coordinating with SAA.
 - Orders stationary in coordination with SAA and OM
 - Keeps track of proper filing system on METAC's shared drive (with the OM and SAA guidance), DM system and Partners Connect
 - Takes minutes during meetings.
 - Processes expense reports for short-term experts.
 - Performs other duties when needed and backs up the work of the other administrative assistants.

Qualifications

Education: Completion of secondary education; training in business, finance, human resources, administration or related fields is required. A bachelor's degree from an accredited university is preferred.

Experience – Five or more years of relevant experience.

Skills: In addition to the above, the ideal candidate should have the following:

- Strong office administration skills with attention to detail and accuracy; excellent organizational and time-management; good interpersonal and teamwork; effective written and verbal communication skills.
- Demonstrate flexibility, attention to detail, dedication, a strong drive for results, solid problem-solving skills, and the ability to work under tight deadlines.
- Ability to learn new tasks and IT systems pertinent to the IMF; pursue training, as necessary; and be comfortable in a multi-cultural office.
- Advanced working knowledge of Microsoft Word, Excel, PowerPoint, and video conferencing tools (Teams, WebEx, Zoom) are essential.
- Appropriate discretion in dealing with sensitive material.
- Ability to work closely with IMF headquarters in Washington. Given time differences with IMF headquarters and different working days for member countries, occasional work hour flexibility is required.

Language Requirements: Fluency in oral and written English and Arabic is required. Proficiency in French is a plus.

Qualified candidates to send their (i) curriculum vitae and (2) one-page cover letter in English to: METAC-Recruitment@IMF.org

(Please state in the subject of the email: Job Application for Administrative Assistant).

Deadline to apply is November 30, 2025.

Candidates must be nationals or residents of **Lebanon** or be able to independently obtain a valid work permit before starting employment with the Fund to be considered. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF **will not sponsor or assist** with obtaining work permits.

*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.*

Only shortlisted applicants will be contacted for interview.

For further information about the Center, please visit www.imfmetac.org