



IMF Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC)

Vacancy Announcement Administrative Assistant – GS 5 (Short-term)

The IMF's **Regional Capacity Development Center for the Caucasus, Central Asia, and Mongolia (CCAMTAC)** located in Kazakhstan is seeking to hire a highly qualified **Administrative Assistant** to support its center operations, preferably starting on **October 5, 2026**.

The position is offered as a **short-term** local contractual appointment for an initial period of up to 6 months with the possibility of extension, subject to continued need and satisfactory performance.

Candidates must be nationals or residents of **Kazakhstan** 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.

Job Summary

Under the general guidance of the Head of Office and the supervision of the Office Manager (OM), the Administrative Assistant provides secretarial and administrative support to the center's professional staff, including the Regional Advisors (RAs), in close coordination with other Administrative Assistants. The Administrative Assistant 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 undertakes the following duties and responsibilities:

- Working closely with regional advisors
- Assists the advisors in coordination and follow-up on Technical Assistance (TA) activities with authorities.
- Prepares informal translations from/to English and Russian.
- 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 OM.
- Follows up with the respective RAs on TA summaries to feed the newsletter.

- 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.).
- Prepares, edits and disseminates TA-related documents.

Other administrative matters

- Assists with logistics for the regional events organized by CCAMTAC as advised by the OM.
- Liaises with the Ministry of Foreign Affairs, with the guidance of OM, on matters related to CCAMTAC Director and resident advisors such as: Diplomatic cards, shipment of personal belongings, etc.
- Handles the issuance and renewal process of registration cards for CCAMTAC staff in coordinating with OM.
- Orders stationary in coordination with OM.
- Keeps track of proper filing system on CCAMTAC's shared drive (with the OM 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

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. Five or more years of relevant experience.

Skills

- 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 Russian is required. Proficiency in Kazakh is a plus.

To Apply

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter, (iii) electronic copies of diplomas, (iv) identification documents (passport and/or national identity card) and (v) three professional reference letters with contact details, to the attention of the Head of Office, Holger Floerkemeier at email address: CC-CCAMTAC@imf.org, no later than **September 7, 2026**.

*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 short-listed candidates will be contacted.