

Job Opportunity
Staff Assistant
IMF Regional Office for Asia and the Pacific (OAP) in Tokyo

The IMF Regional Office for Asia and the Pacific (OAP) in Tokyo is seeking a staff assistant who is fluent in English and Japanese and proficient in IT.

Job Summary

The Assistant independently addresses routine questions and problems, confers with others on non-routine problems, and refers complex issues to higher-level assistants or the supervisor. The Assistant also performs day-to-day administration of information management and technology in accordance with established procedures under supervision.

Main Duties and Responsibilities

Duties and responsibilities include, but are not limited to, any of the following:

1. Managing the supervisor's agenda to determine scheduling priorities.
2. Performing the travel administration for the assigned unit and conducting administrative assignments related to seminars, workshops, and/or conferences.
3. Coordinating internet or IMF intranet postings for the work unit and publishing them using web development software, under supervision.
4. May assist with the maintenance of economic/financial databases and research/retrieve on-line information from institutional repositories, the internet, and other electronic sources.
5. May participate in mission assignments in Japan or abroad, providing on-site administrative and logistical support for a mission team.
6. Performing a variety of document production functions by using multiple sources/software applications and other administrative duties as directed by the supervisor.

Knowledge, Skills and Abilities

The Assistant must have the ability to learn the IMF's administrative policies and practices quickly and begin applying them with general oversight from higher-level assistants.

Basic supervisory skills and the ability to establish effective working relationships to train and oversee the work of staff in lower grade levels or temporary staff.

Superior communication skills, both written and verbal:

- Proficiency in English and Japanese
- A global perspective and a sensitivity to diverse cultures, ensuring tact and diplomacy in all types of communication
- Demonstrated discretion and confidentiality

– Proficiency in office productivity software (i.e., Microsoft Office suite of products), internet navigation, e-mail, and office automation technologies).

Interested candidates are invited to apply by submitting application letter and resume through the following online registration form by March 18, 2019.

<https://www.cvent.com/d/f6qpyn>



For inquiries, please contact us via email at oap1@imf.org. Please indicate “Job Opportunity for Staff Assistant at OAP” in the subject line when you send an email to us.