



AFRICA TRAINING INSTITUTE (ATI) INTERNATIONAL MONETARY FUND



VACANCY NOTICE

Africa Training Institute (ATI)

The Africa Training Institute (ATI) is a regional training center of the International Monetary Fund (IMF), located in Ebene, Mauritius. ATI delivers high-quality, policy-oriented training to 45 countries in sub-Saharan Africa. Courses are open to government and central bank officials, offered in English with interpretation into French and Portuguese, and are delivered in-person, virtually, or in blended formats. ATI is generously supported by the Government of Mauritius, member countries, and donor partners, and is recognized as a center of excellence for capacity development in the region.

Vacancy: Office Manager (NO-A, UN salary scale, link [here](#))

Contract: One-year initially, renewable for three years

Reports to: Head of Office

Location: Ebene, Mauritius

Application Deadline: October 26, 2025

Key Responsibilities

- Oversee and manage all office support services, ensuring efficient administrative and financial operations.
- Develop and coordinate the annual events calendar, including in-person, virtual, blended, and high-level events.
- Supervise and allocate tasks to administrative and support staff, ensuring fair and transparent workflow management.
- Organizes maintenance of the office as per IMF guidelines
- Liaise with IMF departments, building management, vendors, and external partners for seamless office and training operations.
- Manage logistics for courses, workshops, and Steering Committee meetings, including visa processing and travel arrangements.
- Oversee risk management, security, and compliance with operational guidelines.
- Support recruitment, onboarding, and performance evaluation of support staff.
- Develop and update administrative policies, procedures, and the center's operations manual.
- Foster a collaborative work environment, support new initiatives, and perform additional duties as required

Qualifications and Skills

- Bachelor's or Master's degree.
- 5–8 years of relevant experience in office management or administration.
- Strong planning, organizational, and supervisory skills.
- Excellent interpersonal, communication, and negotiation abilities.
- Proficiency in MS Office Suite (Excel, Access).
- Fluency in English and the national official language.

Application Process

Interested candidates should submit:

- Curriculum vitae (CV) and cover letter
- Electronic copies of diplomas
- Identification documents (passport and/or national ID)
- Three professional references with contact details

Applications should be sent to aticom@imf.org no later than October 26, 2025.

Candidates must be nationals or residents of Mauritius or able to independently obtain a valid work permit. The IMF is committed to diversity and inclusion and welcomes requests for reasonable accommodation during the selection process.