



**IMF-PFTAC REGIONAL TECHNICAL ASSISTANCE CENTER  
VACANCY ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT**

The Pacific Financial Technical Assistance Centre (PFTAC) is a collaborative venture between the International Monetary Fund (IMF), its 16 Pacific Island member countries, bilateral and multilateral partners.

PFTAC is committed to strengthening capacity development of its member countries, offering support as they design and implement their own economic and financial reforms, to promote good governance and macro-financial stability.

We are seeking to hire an Administrative Assistant to support the smooth operation of the center.

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:**

The Administrative Assistant is responsible for supporting the Director, the Resident Advisors, and the Office Manager in their daily work.

As an Administrative Assistant, you will play a key role in ensuring the smooth execution of PFTAC activities.

**Key Duties and Responsibilities:**

**Activity monitoring and support:** Keep track of the center's activities and provide essential support to resident advisors in executing their work programs. This includes coordinating regional workshops, organizing advisor and expert travel and missions within the Pacific Island Countries, engaging short-term experts, and assisting in the preparation and distribution of briefing papers, back-to-office reports, and technical assistance reports.

**Workshop Administration:** Take charge of all administrative aspects of workshops by preparing budgets, managing participants lists, producing necessary workshop documents, facilitating travel arrangements for participants, and arranging contracts and travel of experts.

**Travel:** The role involves travel within Fiji and occasionally to other member countries.

**Qualifications:**

**Education:** Completion of secondary education; training in business administration or experience in a variety of fields, e.g., finance and accounting, human resources, audit, administrative, or in other related fields is desirable.

**Experience:** Five or more years of relevant experience. Experience in international organizations would be an advantage.

**Skills:**

Excellent organization and communication skills, with an ability to work collaboratively in a multicultural environment.

Excellent English oral and written communication skills.

Proficient in a wide range of software applications, including Word, Excel, PowerPoint, as well as virtual meeting platforms, such as Microsoft Teams, Zoom and Webex, demonstrating a deep understanding and practical ability in utilizing these tools for efficient communication and collaboration.

**Recruitment Process:** Interested candidates must submit (i) a curriculum vitae (CV), (ii) a letter of motivation, (iii) electronic copies of diplomas, (iv) identification documents (passport and/or national identity card, and (v) three professional references with contact details, to MSamuella@imf.org.

**The deadline for submitting applications is Friday, 27th February 2026.**

Only shortlisted applicants will be contacted.

We welcome applicants from our 16 member PFTAC countries, however, this position is classified as local status and does not attract international terms and conditions of employment. Viable candidates must be nationals or residents of Fiji or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance 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 request 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.

You can also download a copy of this vacancy from our website [www.pftac.org](http://www.pftac.org).

**Reserve Bank Building  
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Suva, Fiji  
[www.pftac.org](http://www.pftac.org)**