



**AFRITAC South (AFS)
INTERNATIONAL MONETARY FUND**



VACANCY NOTICE

AFRITAC South (AFS)

AFRITAC South (AFS) is a regional capacity development center of the International Monetary Fund (IMF), based in Ebene, Mauritius, serving 13 countries in Southern Africa. AFS delivers hands-on training and technical assistance to strengthen economic institutions. The center works closely with member governments and partners to support sustainable growth and regional integration. AFS 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 all office support services, including supervising administrative staff, managing workflows, and developing procedures to improve efficiency.
- Select and liaise with local vendors, coordinate with building and project management for facility operations and maintenance.
- Manage logistics for courses, workshops, and Steering Committee meetings, including visa processing and travel arrangements.
- Coordinate performance evaluations, support recruitment and onboarding, prepare contracts, and organize training for staff.
- Draft and manage budgets, monitor expenses, process payments, manage petty cash, and support financial audits.
- Develop and update administrative policies and procedures, ensure compliance, and oversee risk management and security.
- Oversee production of publications and website content, assist with meeting preparations, and draft minutes.
- 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) and sound knowledge of accounting principles.
- 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 AFSWeb@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.