

INTERNATIONAL MONETARY FUND

The IMF – Singapore Regional Training Institute (STI), a joint venture of the IMF and the Government of Singapore, provides training via courses, seminars and workshops in macroeconomics and related subjects to mid- to senior-level officials from 37 Asia-Pacific countries. The IMF invites applications for the following position at the STI:

PROGRAMS EXECUTIVE

- Handle applications and present them to an Admissions Committee
- Liaise with course coordinators and lecturers
- Plan and handle the various administrative aspects of the course
- Oversee travel and hotel arrangements for participants
- Help organize the social events for course participants
- Handle sundry issues that arise in course administration

The successful applicants should have a diploma or university degree in a relevant discipline supplemented by relevant work experience. Fluency in written and spoken English is essential. The ability to set priorities, work under pressure, multi-task and function effectively as a team-member are also critical.

A competitive market salary will be offered.

Please send your curriculum vitae by **February 12, 2010** to the e-mail address listed below. Please make explicit reference to the position applied for and provide a telephone number or e-mail address where you can be contacted.

Only shortlisted candidates will be contacted.

IMF – Singapore Regional Training Institute

www.imfsti.org

E-mail address: sti-recruit@imf.org