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:

Information Management Officer

Under the general supervision of the Administration Manager, the Information Management Officer:

- Serves as the systems administrator with responsibility for administering, maintaining, and protecting IT systems (computer hardware and software applications, IT network, servers, workstations support and web/internet applications).
- Provides guidance on the acquisition of new technology, while ensuring compatibility with existing systems.
- Analyzes the needs of staff and participants and provides technical system support to end users such as participants, lecturers, and staff.
- Manages training facilities and functionality, including lecture rooms, audio-visual systems, telephone systems, and security systems.
- Is responsible for maintaining the STI website and for updating the information posted on the website.
- Supports internal and external communication through digital media in collaboration with STI’s communication group.
- Is responsible for maintaining the Participant and Applicant Tracking System (PATS) database, for developing PATS procedures and for training staff in the use of PATS.

Candidates should have a diploma or university degree, at least 2-3 years of experience in similar positions, preferably with experience in network and database management. Candidates should have knowledge of system integration and experience in providing end-user support. They should have extensive knowledge and hands-on practical experience in Windows server, Windows Operating System, and Microsoft Office applications, in particularly PowerPoint, Excel, Word and Access. Knowledge of Peoplesoft software, which the officer must eventually master, would be very desirable.

Personal qualities needed include managing multiple tasks, good interpersonal skills, and the ability to execute assignments accurately and reliably under time pressure. Strong communication skills in English, both written and oral, to convey complex IT and administrative technical issues concisely to management and staff. Strong project management and business-process management skills are desired.
Potential candidates should provide a cover letter, which specifically addresses the required qualifications and a curriculum vitae by **November 3, 2022** to the e-mail address listed below. Thank you to all applicants for expressing interest in this position, however only shortlisted candidates will be contacted.

**IMF - Singapore Regional Training Institute**

[www.imfsti.org](http://www.imfsti.org)

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