

**International Monetary Fund**  
Middle East Center for Economics and Finance  
Kuwait

**Vacancy Announcement**  
**Course Administrator**

Applications are being solicited for the position of Course Administrator at the International Monetary Fund (IMF)'s Middle East Center for Economics and Finance (CEF) located in Kuwait. The CEF is a regional center of the IMF with a mission to strengthen the skills of officials from Arab League countries in economics and finance, mainly through training courses and seminars. This is a full-time position with an initial appointment term of two-years (renewable) and carries a competitive salary and a benefits package commensurate with the successful candidate's experience and qualifications.

**Required qualifications and skills:**

- Bachelor of Arts or Science and substantial work experience.
- Fluency in spoken and written English and Arabic.
- Strong analytical and IT skills (MS Word, Excel, Outlook, PowerPoint and SharePoint) are essential.
- Strong interpersonal and diplomatic skills.
- Ability to work in a multi-cultural environment, work under pressure and meet tight deadlines.

**Closing date of the application is September 15, 2019.**  
Interested candidates should submit their CVs  
to the following email:

**[cefinfo@imf.org](mailto:cefinfo@imf.org)**