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# Example of Resident Advisor Job Description

Our company is looking for a resident advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for resident advisor

* Preparing a 12-month work plan in collaboration with the relevant country authorities and the METAC Center Coordinator, in coordination with MCM
* Developing medium-term work plans (logframes/objectives/outcomes) for METAC countries under the IMF’s Result Based Management Framework1 in collaboration with the relevant country authorities, the METAC Center Coordinator, and MCM
* Contributing to outreach activities of METAC
* Contributing to the steering committee report and annual report on the achievements of METAC
* Provides technical, financial and administrative support and oversight for assigned programs
* Oversees implementation of assigned program activities
* Monitors assigned region’s program budgets
* Monitors political events in assigned regional department
* Travels to the region as appropriate to participate in program activities
* This position requires being self-disciplined and motivated to assist tenants when required

## Qualifications for resident advisor

* Bachelor's Degree or currently working on graduating with a Bachelor's Degree
* Patience, flexibility and an upbeat attitude
* Maturity and professionalism as a strong policy enforcer and in dealing with sensitive issues
* Previous RA experience
* An aptitude to effectively transfer technical knowledge and maintain effective and cooperative relations with national authorities donors
* A university degree in Economics, Finance, or a related field