

Vacancy Announcement

The Office of the WHO Representative in Mongolia announces the vacancy of **ADMINISTRATIVE ASSISTANT** post.

Summary of assigned duties: Under the general supervision of the WHO Representative (WR), the incumbent performs the following functions:

1. Serves as the principal assistant to the WR and carries out broad administrative support functions in the daily operation of the WR's Office particularly in the areas of personnel, finance, registry, supply and transportation as well as in programme operations.
2. Responsible for the operation of the imprest account of the WR's Office. Maintains financial and accounting records for classification and recording of financial transactions and for the reconciliation of accounts and preparation of related reports and financial statements. Answers queries on audited accounts.
3. Participates in the recruitment and training of general service staff for specialized and non-specialized work, including evaluating candidate's applications, administering tests, conducting preliminary interviews and ensuring satisfactory completion of administrative formalities.
4. Provides briefing and guidance to staff on general administrative matters relating to work procedures and practices and ensures administrative support as required. Advises and assists staff on matters pertaining to visas, permits and other personnel related documents in accordance with the requirements of the Organization and national laws.
5. Responsible for the processing of administrative formalities in relation to procurement of supplies and equipment including customs clearance, preparation of correspondence/documentation and inventory.
6. Coordinates administrative support services and office activities, including the daily transport requirements of the office and matters related to WHO vehicles and drivers. Oversees the management of the WHO Office library, classification of incoming and outgoing communications and filing system/record-keeping of the office.
7. Prepares correspondence, reports, evaluations and justifications on general administrative or specialized tasks within assigned area of responsibility. Prepares informal translations/interpretations of documents received, as and may be required.
8. Provides support in the administration of the fellowships programme including preparation of correspondence, travel arrangements and monitoring the fellowships system.
9. Provides administrative assistance to the WR in programme operations. Contributes to the preparation of status and progress reports by collecting, maintaining and providing information, drafting communications, background material and briefing notes.
10. Processes requests and monitors project/programme activities by reviewing a variety of records, progress reports, budgets and financial expenditures and maintaining appropriate follow-up system.
11. Performs other related duties as required

Qualifications required:

Education – Graduation from secondary school with training in administrative work and secretarial practices.

Knowledge and skills – Thorough knowledge and understanding of office procedures and broad administrative functions. Knowledge of basic accounting principles. Excellent communication and interpersonal skills; diplomacy and tact essential. Ability to prepare substantive correspondence and reports and analyze data and documentation. Ability to use word-processing equipment and various software applications. Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain high standards of personal conduct.

Experience – Seven years of progressively responsible administrative work or similar duties preferably including work experience in the UN environment.

Languages – Excellent knowledge of spoken and written English and the Mongolian.

Others: Starting salary scale – US\$16 438.00 per annum, Classified grade – General Services, Level 7. Post with initial 6-month probation period and extension is subject to satisfactory performance.

If you possess the above qualifications, please submit 1) application letter, 2) WHO Personal History Form for General Staff (available at WHO Representative Office or at <http://www.un-mongolia.mn/who/vacancy.html>), 3) at least three reference letters from current/previous employers, 4) copies of Diplomas and Certificates to the Administrative Assistant of WHO Representative Office in Mongolia, Government Building No. 8, Ministry of Health, Ulaanbaatar, Mongolia **not later than 16.00 pm, Monday, 29 April 2011.**

Only candidates under serious consideration will be contacted.

Post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the office

WHO has a smoke-free environment and does not recruit smokers or other tobacco users