



### **Vacancy Announcement**

The United Nations Development Programme in Mongolia announces a vacancy of **Assistant to DRR/Registry Officer** post. This is a Fixed Term Appointment, ICS 5, with initial offer for one year.

Interested candidates are encouraged to visit <http://www.undp.mn> for detailed Job Description or obtain a hard copy from the UN House Reception desk. If you meet the qualifications of this post, please submit the following documents in a sealed envelope indicating the post for which you are applying **by the deadline of 0400 p.m., 12 August 2010:**

- **An application cover letter**
- **UNDP Personal History Form P11 (should be downloaded from the UNDP website or can be obtained from the UN House Reception desk)**
- **Copies of University diplomas**
- **Reference letters from last two employers**

Only short-listed candidates will be contacted. The submitted documents will not be returned to the applicants. When submitting your application, please register it with the Receptionist. Post is advertised for Mongolian nationals only.

UNDP, Orient Plaza, G. Chagdarjav Street, 9, 1<sup>st</sup> Khoroo, Sukhbaatar District,  
Ulaanbaatar 14210, Mongolia, Tel: +976 (11) 327585; Fax: + 976 (11) 326221; Website: <http://www.undp.mn>