



INTERNATIONAL LABOUR OFFICE

Technical Cooperation Programme

VACANCY ANNOUNCEMENT

JOB DESCRIPTION

<u>Post title:</u>	Administrative Assistant
<u>Project title:</u>	Promoting Livelihoods for Persons with Disabilities
<u>Post Level:</u>	G-5
<u>Duration of appointment:</u>	12 months, based on 6 months probation period
<u>Duty station:</u>	Ulaanbaatar-Mongolia

Under the direct supervision of the National Project Coordinator (NPC) of the project on technical Cooperation, project entitled **“Promoting Livelihoods for Persons with Disabilities: Enhanced Skills for Employability and Policy Application”**, the Administrative Assistant will perform the following duties:

Duties and Responsibilities:

- Collect data and other information on development and/or subject matter activities in the area of assignment. Maintain project data and information systems, and prepare background information. Establish, update and maintain databases and records on programming activities for programme monitoring and evaluation purposes.
- Contribute in preparation of the project’s operational progress reports for submission to ILO-Beijing and the donor on a required timely basis by collecting and compiling information from the existing database and records.
- Monitor and control project budget regarding allocations and expenditures and make adjustments to optimize utilization of funds. Track and monitor allocations and expenditures in the reporting system. Carry out accounting operations upon requests and process necessary payments.
- Verify the accuracy of calculations and the completeness of supporting documents. Prepare recurring reports on assigned accounts.
- Provide financial information for use in budget preparations and discussions.
- Calculate and prepare external collaboration contracts and preparation of action programmes. Take necessary payment actions.
- Make travel arrangements for country project staff and perform liaison duties with other ILO units.

- Provide administrative and logistic support for meetings, training courses and workshops as well as oversee study tour preparation and arrangements. Take notes and draft minutes as required.

1. Perform other assignments as assigned by the NPC or ILO Country Director.

Education: Completion of secondary school or commercial school

Experience: Five years of general clerical work and/or office experience, including record keeping and processing information. Some experience working with a UN/ international agency will be an advantage.

Language: Excellent command of English and Mongolian including the ability to draft administrative correspondence in both language .

Competencies:

Knowledge of technical data and administrative skills related to the various components of project and programme area. Experience in budget monitoring and control. Good organizational skills and excellent time management. Demonstrate responsible behavior and attention to details. Ability to work and communicate effectively both orally and in writing with people in cooperative manner. Ability to use word processing, power point and spreadsheet software. Good knowledge of the word processing and spreadsheet software. Knowledge of FrontPage application is an asset. Knowledge of software necessary for updating websites.

Application

Please submit your application letter with CV in English, no later than 19 March 2010

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