

Title: Office Secretary

Date: 08 August 2011

Grade: GS 05 (General Services)

Deadline for applications: 31 August 2011

Contract type: Fixed-term appointment

Duty Station: Ulaanbaatar, Mongolia

Duration: two years (with possible extension)

Organizational Unit: Regional Office for the Western Pacific, WHO Representative MNG

Description of duties

Under the supervision of the Office Administrative Assistant, the incumbent performs the following functions:

1. Screens incoming correspondences, documents and reports and routes to the supervisor with full background materials, ensure its distribution and follow up on deadlines;
2. Takes/transcribes non-technical and technical correspondence, reports, etc., from dictation, tapes and manuscripts, using word-processing equipment, ensuring grammatical accuracy, conformity with procedural accuracy and WHO/WPRO format;
3. Drafts/prepares general correspondence not involving policy or technical knowledge on brief instructions or own initiative; types statements, reports, on word-processing equipment; takes notes at meetings as basis for minutes;
4. Translates materials, either in writing or verbally, from Mongolian to English and vice-versa. Make oral translation during meetings, workshops and other arrangements if requested.
5. Opens, organizes and maintains general and project files with an appropriate system for follow-up on responses and deadlines. Timely follows up deadlines of files and documents kept in office archive and coordinates with WPRO Registry its utilization;
6. Sets up schedules of appointments for supervisor and visitors; prepares briefing folders for the supervisor's duty travel, field staff and consultants;
7. Keeps records of all information related to counterparts such as Government officials, other International organizations, NGOs, etc. and updates changes regularly;
8. Under take searches, compiles and maintains information relevant to the programme and in the monitoring of projects' implementation (record keeping and updating of data) on regularly basis;
9. Provides support in organizing the administrative aspects of meetings, workshops and training courses, including preparation of related files/briefings;
10. Assists supervisor in monitoring and regularly following up databases on WHO-sponsored meetings, fellowships, study tours, consultants, visitors, supplies and equipment. Assists in facilitating and updating of travelers' information bulletin, accommodation, visa arrangements;
11. Provides secretarial support to consultants and visiting staff, as and when required; and
12. Performs other related duties as and may be required.

QUALIFICATIONS REQUIRED:

Education

Equivalent to graduation from secondary school with thorough training in secretarial duties.

Functional Skills and Knowledge:

Thorough knowledge of office procedures and typing and stenographic skills a required speed, ability to discern routine from non-routine; ability to draft correspondence, summary of meetings and notes for the record, ability to use word processing equipment; use of other applications preferable, 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

Five years' experience in secretarial/administrative posts, preferably, in a large or an international organization.

Languages

Excellent knowledge of spoken and written English and Mongolian.

Candidate should submit (1) an application letter, (2) a completed **WHO Personal History Form** available at WHO Office or at
<http://www.un-mongolia.mn/who/Personal_History_Form_for_GS_applicants.doc>
and (3) other relevant documents, by:

1. Send by post to:

Programme Management Officer
World Health Organization, P.O. Box: 663
Ulaanbaatar-13, Mongolia
govinds@wpro.who.int

2. Drop into the box for:

"Job Applications/Bidding Documents"
in front of the Office of the WHO Representative for Mongolia,
Government Building-VIII (Ministry of Health Building)
Olympic Street-2, Sukhbaatar District, Ulaanbaatar, Mongolia

Interested applicants who are not accessible to the on-line Personal History Form can contact the WHO Representative Office for a copy at working hours, through phone number: (976) 11 322430

No application would be considered after the deadline of 31 August 2011

Post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the office. Any extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

WHO has a smoke-free environment
WHO promotes the use of helmets for motorbike driving and seatbelt in using vehicles