

Vacancy Announcement

The Office of the WHO Representative in Mongolia announces the vacancy of a Secretary post.

Under the direct supervision and guidance of the Administrative Assistant, the incumbent performs the following functions:

1. Screens and routes incoming mail, documents and reports to the supervisor with full background information; ensures its distribution and follows 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 format; types reports, studies, including statistical tables, etc. from manuscripts using a word processing equipment.
3. Drafts correspondence on routine matters on own initiative or from brief instructions; takes notes at meetings as basis for minutes and assists in providing interpretation as and when required.
4. Translate materials either in writing or verbally, from Mongolian or English and vice versa. Make oral translation during meetings, workshops and other arrangements if requested.
5. Open, organizes and maintains general/project files with an appropriate system for follow-up on responses and deadlines. In coordination with the Registry/WPRO, discard/eliminate archived files.
6. Arranges appointments for supervisor and other team members, receives visitors; places and screens telephone calls, responds to routine requests for information, and prepares briefing folders for supervisor's duty travels.
7. Initiates administrative formalities relating to recruitment of staff and in the processing of other types of contractual arrangements; programme budget monitoring and implementation, direct financial cost, supplies & equipment requests in the Global Management System (GSM).
8. Assists in searching, compiling and maintaining information relevant to the programme and in monitoring of projects implementation in the Global Management System; performs liaison duties with other units.
9. Keep records and updates information related to counterparts such as Government officials, other international organizations, non-government (NGO) representatives and other UN agencies.
10. Assists and monitors databases on WHO-sponsored meetings, fellowships, study tours; follow-up on the recruitment of temporary staff, procurement of project supplies and equipment.
11. Assists in facilitating visa arrangements, hotel accommodation; maintain and updates travelers' information bulletin.
12. Provides secretarial and clerical support to visiting staff and consultants as and when required.
13. Performs other related duties as and may be required.

Qualifications required:

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

Knowledge and skills – Thorough knowledge of office procedures; typing and stenographic skills at 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.

Others: Grade – G5, Salary scale – US\$11 268.00 (annual gross pens.), Contract type – Fixed-term appointment with 6-month probation period and extension is subject to availability of funds, satisfactory performance and extension of the post,

If you possess the above qualifications, please submit 1) application letter, 2) Personal History Form for General Service 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 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, Friday, 23 July 2010.

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