

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 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. 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 travellers' information bulletin, accommodation, visa arrangements.
11. Provides secretarial support to consultants and visiting staff, as and when required.
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.

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 – Three 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 (available at WHO Representative Office or at <http://www.un-mongolia.mn/who/vacancy.htm>, 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, 26 February 2009.**

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