

## **VACANCY ANNOUNCEMENT ADMINISTRATIVE ASSISTANT**

**Project number:** P173799, P131290

**Project name:** Mongolia COVID-19 Emergency Response and Health System Preparedness Project, E-Health Project

**Implementing organization:** Ministry of Health

**Financer:** World Bank International Development Association

The Ministry of Health is announcing a vacancy of the Administrative Assistant for the Integrated Project Implementation Unit of the above Projects.

### **RESPONSIBILITIES**

The Assistant shall undertake the following:

1. Provide high-level administrative support to two projects and collect requested data and information from various sources, including e-mail and other correspondence, meeting minutes and records and other documents, prepare summaries of findings.
2. Provide administrative support to the financial management issues, such as submission of the tax and social insurance verified reports to the relevant authorities, performing bank transactions from the operational account as necessary and obtaining quotes and financial documents from vendors and suppliers.
3. Maintaining an electronic and hard-copy filing system within two Projects, including monitoring, tracking and circulation of both incoming and outgoing correspondences; Cataloguing and indexing the files and documents in compliance with national archival standards, support in archiving project documents.
4. Independently managing all administrative arrangements for the IPIU and international consultants' official travel and field visit, i.e. travel preparation, visa applications, hotel and transportation arrangements, airport pick-up, etc.
5. Translate documents from Mongolian to English and vice versa, when required.
6. Organizational arrangements for meetings, workshops and trainings.
7. Prepare and edit project related documents in Mongolian and English languages
8. Welcome and direct visitors and clients.
9. Ensure the sound operation and availability of office equipment and stationery, including project vehicle.
10. Prepare meeting minutes, official letters, report and other documents according the relevant procedures and as instructed.

### **REQUIREMENTS**

- Bachelor or higher degree (Master degree shall be an advantage).
- University degree in law, business administration, and social science or related field.
- Experience in working with government and donor organizations is an advantage.
- Advanced level of English and Mongolian in written and spoken.
- Good interpersonal skills including good coordination and effective working relations.
- Detail-oriented and professional with exceptional communication skills.
- Planning and time management skills.
- Extensive computer skills, Good interpersonal skills, Ability to develop documents – shall be given advantage.

## **HOW TO APPLY**

Interested individuals are requested to prepare the following documents and submit the application to below email address no later than 16:00 hours of 20 January 2022:

1. Curriculum vitae (CV) in English and Mongolian languages.
2. Copies of diploma and certificates to prove education, specialization and knowledge.
3. At least 2 reference letters to prove the required skills and on successful completion of similar scope and nature assignments from previous clients.
4. Cover letter expressing your interest in the position with statement of the skills and abilities.

Integrated Project Implementation Unit, COVID-19 Emergency  
Response and Health System Preparedness Project, E-Health Project  
Room 1103, Ayud tower, Olympic street, 1st Khoroo, Sukhbaatar District  
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Submitted documents shall not be returned. Only shortlisted individuals will be contacted.