

## VACANCY ANNOUNCEMENT

**Project number:** P173799

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

**Implementing organization:** Ministry of Health

**Position:** Vaccine Specialist

The Ministry of Health is announcing a vacancy of the Vaccine Specialist for the Mongolia COVID-19 Emergency Response Project financed by the World Bank International Development Association and implemented by the Ministry of Health.

### RESPONSIBILITIES

The objective of this position is: To support and supervise all aspect of vaccine deployment related activities and ensure effective coordination with relevant stakeholders as required by MOH and the World Bank:

1. In coordination with the development partners facilitate the preparation of a vaccine deployment plan and manual with clear objectives and targets;
2. Support and monitor the implementation of the vaccine deployment plan;
3. Represent the PMU in the national committees and technical working groups;
4. Contribute as a team member of the IPIU as and when required.

### REQUIREMENTS

- At least 3 years of relevant experience in the field of Immunization and Public health;
- Strong quantitative analytical skills combined with a solid understanding of qualitative research methodologies;
- High integrity and accountability, good team work spirit
- Extensive computer skills
- Analytic skills
- Ability to prepare plans and write reports
- Have a Good written and spoken English (supported by certificates or other relevant documents) will be an advantage
- Ability to work in rural areas for extended period of time is an advantage.

### APPLICATION

Interested individuals are requested to prepare the following documents and submit the application in person to below indicated address no later than 14:00 hours of 27 May 2021:

- 1) Public servant's form (Form No.1);
- 2) Curriculum vitae (CV) in English and Mongolian accompanied by a photo taken within last 6 months;
- 3) Notarized copies of diploma and certificates to prove education, specialization and knowledge;
- 4) Notarized copy of the citizen ID;
- 5) Notarized copy of the first page and other relevant pages with employment history of the Labor and Social Security book;
- 6) Two references from previous employers;
- 7) Cover letter expressing your interest in the position with statement of the skills and abilities.

### SELECTION PROCESS:

1. Review of application
2. Written test
3. Oral interview

### ADDRESS REFERED TO ABOVE IS:

4. Project implementation unit
5. Mongolia COVID-19 Emergency Response Project, Ministry of Health
6. Government building-8, Olympic Street-2, Ulaanbaatar-210648, Mongolia
7. Phone: 77077793
8. E-mail address: bayartogtokh@ehp.mn

Submitted documents shall not be returned. Only shortlisted individuals will be notified.