

Secretary - (2105880)

Grade: G5

Contractual Arrangement: Temporary appointment under Staff Rule 420.4

Contract Duration (Years, Months, Days): 1 year

Posting Date Nov 11, 2021, 2:49:15 PM

Closing Date Nov 26, 2021, 6:59:00 AM

Primary Location Mongolia-Ulan Bator

Organization WP_MNG Mongolia

Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The main objective of the WHO communicable disease surveillance and response programme is to support national capacity to detect and respond to emerging infectious diseases outbreaks and events through strengthening core capacities required by the International Health Regulations (IHR) for surveillance, response, zoonoses, laboratory, infection prevention and control, points of entry and risk communication, strengthening national preparedness for emerging and outbreak-prone diseases and developing sustainable intersectoral collaboration at the country level.

DESCRIPTION OF DUTIES

Under the technical guidance of the Technical Officer (ESR) and the general guidance of the Administrative Assistant, the incumbent performs the following functions:

1. Screens incoming correspondence, documents and reports, routes to the supervisor with full background materials, ensures their distribution and follows up on deadlines.
2. Takes/transcribes nontechnical and technical correspondence, reports, etc., from dictation, tapes and manuscripts, using word-processing equipment, ensures grammatical accuracy, conformity with procedural accuracy and WHO format.
3. Drafts/prepares general correspondence not involving policy or technical knowledge on briefing instructions or own initiative; types statements and 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; makes oral translations 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 on deadlines of files and documents kept in office archive and coordinates with the Regional Office's Records, Archives and Mail Services Unit.
6. Sets up schedules of appointments for supervisor and visitors; prepares briefing folders for the supervisor's duty travel, field staff and consultants.
7. Searches, compiles and maintains information relevant to the programme and monitors projects' implementation (recordkeeping and updating of data) on a regular basis.
8. Provides support in organizing the administrative aspects of meetings, workshops and training courses, including preparation of related files/briefings.
9. Provides secretarial support to consultants and visiting staff, as required.
10. 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 and equipment requests in the Global Management System.
11. Assists in facilitating visa arrangement, hotel accommodation; maintains and updates traveller's information bulletin.
12. Performs other related duties as and may be required.

REQUIRED QUALIFICATIONS

Education

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

Desirable: Additional training in secretarial/administrative duties.

Experience

Essential: At least five years' experience in secretarial/administrative posts.

Desirable: Work experience in a large or international organization, including WHO, preferred.

Skills

Work is performed in a typical normal office environment. Skills in the use of computers and similar equipment, softwares i.e. Excel, Powerpoint, etc.

WHO Competencies

Teamwork
Respecting and promoting individual and cultural differences
Communication
Knowing and managing yourself
Moving forward in a changing environment

Use of Language Skills

Essential: Expert knowledge of English.

Desirable:

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at MNT 53378 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO's workforce adheres to [the WHO Values Charter](#) and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.