



International
Labour
Organization

Project-Program Administrative Assistant G5

Application deadline (midnight local time): 20/02/2022

Location: Ulaanbaatar

Contract type: Fixed Term

Contract duration: 12 months with possible extension

Introduction

The European Union supports Mongolia's efforts in boosting employment and improving transparency in public finances with a grant of €50.8 million. This is the first budget support programme in Mongolia, and will also address the social and economic consequences of the COVID-19 pandemic.

The programme will support the Government of Mongolia in implementing reforms, notably its employment policy and its public finance management sectors, including tax reforms. It will help improve skills for employability, promote decent work and formal employment, mobilise domestic resources, increase spending effectiveness and strengthen state and non-state actors' ability to oversee public finance management. As part of this programme, the EU is partnering with the United Nations Development Programme, the United Nations Food and Agriculture Organization and the International Labour Organization to deliver a €7.4 million technical assistance project. It will focus on transparency and oversight of the budget as well as employment creation in the non-mining sectors for youth and for persons with disabilities.

The International Labour Organization is managing the Component D of this project focusing on effective application of international labour standards by strengthening institutions of work, with two objectives of that (i) Regulatory frameworks aligned with international labour standards and (ii) Compliance boosted through strengthened capacity of labour inspection system. The project Component D is implemented by ILO in partnership with the Ministry of Labor and Social Welfare, workers' and employers' organizations and civil society organizations. (https://www.ilo.org/beijing/what-we-do/projects/WCMS_767415/lang--en/index.htm)

ILO is a UN specialised agency bringing together governments, employers and workers of 187 member States since 1919, to set labour standards, develop policies and devise programmes promoting decent work for all women and men. (www.ilo.org)

This job description of Project-programme administrative Assistant G5 was developed based on the ILO generic job description and to support deliverables under the project Component D. Entry level salary for this position is MNT 45,660,000 yearly.

Description of Duties

The Programming and Administrative Assistant, who will work on the EU Budget Support Project project, will support effective and efficient implementation of programme and project budgets, and

provide information for controlling allotments, monitoring expenditures and preparing budget revisions.

1. Serve as focal point for coordination of project implementation administrative support activities, involving liaison with various organizational units in the field to initiate requests, obtain necessary clearances, process and follow-up on administrative actions.
2. Provide general office management assistance, handle administrative tasks, and provide advice and guidance to staff with regard to administrative procedures, processes and practices. Provide support to project-related missions and activities, including preparing budgets, coordinating travel and lodging of officials and participants, recruitment and payment of resources persons, and taking notes at meetings/seminars.
3. Compile and prepare background information and tables for briefing and review sessions by identifying and consolidating data and relevant information on project activities. Clear outgoing communications for conformity with established procedures and accuracy before being signed by the supervisor.
4. Compile, summarize and enter data on project delivery, draft related status reports, identify shortfalls in delivery and bring them to the attention of management.
5. Maintain an overview of the financial situation of the project. Prepare and modify budget data as required.
6. Maintain and update relevant databases/records/registers/control plans on the status of projects/ programs at each project cycle and programming activity for monitoring and evaluation purposes.
7. Draft substantive correspondence on project/programme activities and briefing notes in accordance with the requirements of the Office. Update information on web sites.
8. Liaise with concerned ILO constituents, implementing agencies and donors for required clearances. Maintain up-to-date directories.
9. Arrange internal and external meetings and appointments. Take notes and/or minutes at meetings.
10. Provide guidance and training to, and monitor the work of, junior project/program support staff as needed to ensure the smooth, uninterrupted implementation of the project/programs.
11. Process all project payments ensuring accuracy and documenting all financial transactions.
12. Provide informal interpretation and translation.
13. Perform other relevant duties as assigned.

Education - Completion of secondary school education.

Experience - At least five years of relevant work experience. Similar experience with the United Nations Common System or an international organization is desirable. Practical experience on standard office software packages, email and automated information management system required by the work unit (e.g. WORD, EXCEL, PowerPoint). Experience of dealing with confidential matters

with discretion. Supervisory experience would be an asset. Knowledge of the relevant project and programme area and the Office's operations would be ideal.

Languages - Excellent command of English and excellent knowledge of Mongolian language.

Competencies – Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Proven typing abilities. Thorough knowledge of modern office procedures. Thorough knowledge of clerical practices and procedures, and knowledge of administrative practices. Knowledge of the subject matter and programme served. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems. Knowledge of protocol. Ability to reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Ability to organize own work. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from officials from government offices, ministries, ILO constituents and NGOs. Ability to determine relevant background and reference materials for others, and to screen requests for urgency and priority. Ability to deal with confidential matters with discretion. May need supervisory skills. Knowledge of software necessary for updating websites. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Recruitment process

Please note that all candidates must complete an on-line application form.

To apply, please visit the <https://jobs.ilo.org>

The system provides instructions for online application procedures.

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.