



Mongolia

Vacancy Re-Announcement

The United Nations Development Programme in Mongolia is re-announcing a post of **Administrative Assistant under Fixed Term Appointment (FTA) at ICS5 level**. Initial employment duration is one year subject to extension based on satisfactory performance.

Interested candidates are encouraged to visit <http://www.undp.mn> for detailed Job Description or obtain a hard copy from the UN House Reception desk. Qualified internal candidates are highly encouraged to apply. The following documents in a sealed envelope indicating the post for which you are applying should be delivered to the UN House Receptionist **by the deadline of 0400 p.m., 11 January 2012:**

- **An application cover letter**
- **UNDP Personal History Form P11 (should be downloaded from the UNDP website or can be obtained from the UN House Reception desk)**
- **Notarized copies of University diplomas- only UNESCO accredited Universities are considered**
- **Reference letters or performance reviews from last two employers**

Only short-listed candidates will be contacted. The submitted documents will not be returned to the applicants. **Please note that incomplete applications would not be considered.** When submitting your application, please register it with the Receptionist. Post is advertised for Mongolian nationals only.

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