



*Mongolia*

**VACANCY ANNOUNCEMENT**

The United Nations Development Programme Country Office in Mongolia is announcing the following posts on temporary basis:

1. Assistant to DRR/Registry Officer under Temporary appointment, GS5 level, Employment duration - 5 months;
2. Programme Assistant under Temporary Appointment, GS5 level, Employment duration – 5 months subject to further extension.

Interested candidates are highly encouraged familiarize themselves with the attached Job descriptions. If you meet the requirements indicated therein, please kindly submit the following documents via e-mail to [Buyandelger.ulziikhoo@undp.org](mailto:Buyandelger.ulziikhoo@undp.org) or a hard copy application package to HRU by **1100 am, 23 December 2011**:

- **An application cover letter**
- **UNDP Personal History Form P11 (should be downloaded from the UNDP website)**
- **Notarized copies of University diplomas- only UNESCO accredited Universities are considered**
- **Last two PARs or reference letters 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.**

UNDP, Orient Plaza, 9 Chagdarjav Street, Ulaanbaatar, Mongolia.

Tel: +976 (11) 327585; Fax: + 976 (11) 326221; Website: <http://www.undp.mn>

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