



The Delegation of the European Union to Mongolia, Ulaanbaatar is looking for:

Administrative Assistant in the Administration Section

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Mongolia works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Mongolian government in areas that are part of the EU's remit.

We offer

The post of **Administrative Assistant** (Local Agent Group II) in the Delegation's Administration Section. The team consists of 5 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Administration, providing support and expertise in procurement, inventory and facilities management, protocol, logistics and other administrative issues.

Following main tasks and duties are currently required:

OPERATIONAL AND ADMINISTRATIVE SUPPORT:

- Assist in the analysis, effective planning, coordination and execution of the administrative support activities of the Delegation;
- Prepare notes, minutes of the meetings, letters, reports, presentations and other texts that are needed for the overall section activity;
- Assist in managing the physical assets and inventory items of the Delegation (offices, residences, vehicles, furniture, office and housing equipment, IT equipment etc.);
- Encoding entries into inventory database; tracking of inventory items and premises, initiation and encoding of retirement/declassification entries; organisation and preparation of procedure for sales of declassified inventory items according to internal guidelines;
- Occasional translation/interpretation.

LOGISTIC SUPPORT:

- Coordination of transport needs and assistance with management of vehicle fleet (purchase, repairs and insurance matters related to vehicles);
- Organisation of routine and emergency maintenance and repair operations in the premises and residence by the Delegation's contractors;
- Assistance with management of importation and exportation of private effects of diplomatic staff, including customs clearance and registration/de-registration of vehicles of expatriate staff;
- Relations with removing companies and local customs authorities for the preparation of the importation and exportation;
- Preparation of letters and notes to local authorities with regard to diplomatic accreditations;

- Management of the office supplies / stationery.

PROCUREMENT AND CONTRACT MANAGEMENT:

- Assist with conducting administrative procurement and undertake respective contracts/services management in line with internal approval processes;
- Market research and drafting of procurement-related documentation;
- Monitor, control and check different documents issued by contractors before, during or after the services are implemented / supplies delivered; inspect invoices and certify that they comply with the orders;
- Perform the necessary liaison work, including correspondence, between the EU Delegation, contractors and other third parties;
- Contract management (drafting of addenda, specific contracts under the framework contracts, contractual correspondence).
- Ensure compliance with the EU Financial Regulation and other legal and regulatory requirements.

BUDGET AND FINANCE:

- Operational initiation tasks for expenditures relating to fields of responsibility;
- Registering of new suppliers and contracts in relevant corporate IT tools;
- Preparation of budget estimates for the Delegation's annual operative budget;
- Follow-up, adjustment and verification of the execution of the operative budget.

INTERNAL COMMUNICATION:

- Study, monitor and report regularly to Headquarters on the issues under the fields of responsibility, respond to any specific requests in this regard;
- Assistance with other administrative or information gathering tasks related to the work of the section;
- Assist in communication with internal stakeholders on the issues under the fields of responsibility;
- Any other tasks as required.

Job requirements

Minimum requirements / eligibility criteria (necessary for the application to be considered)

1. Right to residence and work in Mongolia;
2. Good standing as citizen/resident;
3. Medical fitness to carry out the tasks assigned;
4. Completed secondary education;
5. 4 years of full time working experience in office-related administration;
6. Excellent command of spoken and written English and Mongolian;
7. Excellent drafting skills;
8. Proven experience in minimum 2 fields: facilities & maintenance, public procurement, inventory management, accounting, health & safety, diplomatic protocol.

Assets / selection criteria (basis for awarding points to select the best applicant)

- Undergraduate or graduate degree in business administration, law, social sciences, international relations or similar field, would be considered an asset;

- Relevant qualifications considered advantageous i.e. health & safety, facilities management, accounting, project management;
- Ability to conceptualize problems, identify and implement solutions;
- Ability to convey processes and information clearly to others, respond to questions and requests with precision, and adapt communication style as needed;
- Ability to work in a proactive and autonomous way;
- Ability to manage multiple priorities and deliver results in a fast-paced environment;
- Sociability, negotiation and diplomatic skills;
- Experience in working with international organisations;
- Fluency in any other European languages;
- Good knowledge of the EU Institutions, their administrative and financial rules/procedures and functioning.

The base salary will depend on relevant and verified employment experience, typically starting from 1655 EUR per month (gross). There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be April or May 2025.

How to apply

Please submit your **application, consisting of a cover letter and Europass format CV** <https://europass.cedefop.europa.eu/> to eeasjobs-049@eeas.europa.eu (Reference: Administrative Assistant / Name & surname) no later than 11/03/2025, 13:00 h (Ulaanbaatar time). **Only complete applications received on time** via eeasjobs-049@eeas.europa.eu will be considered.

The successful candidate will be subject to a medical and background checks.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV, practical testing and interviews. At least 2 best candidates will be invited to the final selection stage.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to eeasjobs-049@eeas.europa.eu

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.