



## **VACANCY ANNOUNCEMENT**

Global Fund /GF/ supported projects on HIV/AIDS and Tuberculosis has been implemented in Mongolia since 2003 through nationwide. Ministry of Health is acting as the Principal Recipient of GF supported projects and established a project Coordination Unit to ensure the coordination and implementation of the project. The Project Coordination Unit of GF supported projects on HIV/AIDS and Tuberculosis, Ministry of Health is looking for the qualified candidate for HIV/AIDS project officer.

Main responsibilities of HIV/AIDS project officer

- Ensure and manage the implementation of HIV/AIDS project supported the Global Fund, under the supervision of project coordinator
- Provide professional and methodological support to the sub-recipients of the HIV/AIDS project
- Prepare and submit activity and indicator reports to the Global fund, Local Fund Agent, Country Coordination Mechanism and Ministry of Health on timely basis
- Participate in the development of HIV/AIDS grant proposal to Global Fund
- Participate in the assessment, evaluation; and review related to the HIV/AIDS care and prevention; and HIV/AIDS project implementation

Qualification:

- Advanced university degree in Medicine or Public health
- At least 5 years of experience working in HIV, STI field or Public health (relevant experience in international organization will be an advantage)
- Fluency in English, both oral and writing (with IELTS/TOEFL score or academic degree with English taught curriculum)
- Good computer knowledge
- Capable of teamwork and workload

If you possess the above qualifications, please submit the following in a sealed envelope to Ms. Bolormaa, human resource assistance, Global Fund Supported Project Coordination Unit, Ministry of Health, at East Plaza 5th floor, 13rd khorooolol, 15th khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia.

Tel: 77126155 (11)

Date of application: The **24<sup>th</sup> of May, 2021 – 07<sup>th</sup> of June, 2021, 5:30 pm**

Only short-listed candidates will be contacted.

1. Copy of university diploma (bachelor and advanced degree)
2. Two reference letters from previous employers
3. Curriculum Vitae (A-1 form of civil servants)
4. Cover letter
5. Proof of English proficiency (IELTS/IBT TOEFL test score or university diploma)