

## 1. ADMINISTRATION, TRAINING AND PUBLIC RELATIONS SPECIALIST

The specialist will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator. The administration, training and public relations specialist will be responsible for developing capacity building and training plan, communication content and ensure their successful implementation under the joint PIU. The specialist will perform the following tasks:

- (i) Plan and estimate budget required of all trainings and seminars organized under the PIU;
- (ii) Assist financial officers and project managers to finalize training and seminar agenda and budget estimation;
- (iii) Prepare training and event contracts and arrange required training facilities including equipment, venue and transportation,
- (iv) Facilitate consultation process with Project counterparts including MOH in planning and budgeting of training activities,
- (v) Carry out documentation of all training process and be responsible for dissemination of training and event briefings to the Public.
- (vi) Prepare timely news briefing on project implementation progress for wider social network and other forms of mass media,
- (vii) Document training and event outputs using various tools, including photos, videos and various forms of presentations,
- (viii) Engage active communication with project stakeholders on promoting project aim, outcomes and its implementation process.
- (ix) Develop training and event reports in compliance to the project PPMS and gender plan. Reports to PIU coordinator.
- (x) Keep photo and video archives and update;
- (xi) Update Project website on regular basis [www.hsdp.org](http://www.hsdp.org);
- (xii) Organizing, documenting, scheduling and organizing meetings in accordance with the clerical requirements of the day-to-day operations of the PIU
- (xiii) Delivering information to cooperating organizations and individuals, responsible for public relations and information, and ensuring normal operation of daily e-mails and project web pages
- (xiv) Participating in other timely activities that occur within the scope of the activities of the PIU and ensuring readiness
- (xv) Registration of official documents
- (xvi) Creation and registration of archives of the PIU

### Key requirements:

- Graduate degree in public health, medicine or journalism;
- At least 3 years of experience in information, education and communication area; proficiency in written and oral English;
- Prior experience with international agencies and donor financed programs is an advantage; prior experience in health sector will be an advantage;
- An excellent communication skills and ability to work with diverse team members;
- Proficiency in Microsoft office programs, including Word, Excel, PowerPoint, and Access;