United Nations Observer Mission in Georgia (UNOMIG) is seeking candidates to fill the following two LORO (Local Office Representative Office) positions in its Tbilisi Office:

1. Administrative Assistant/Interpreter - liaison interpretation and document translation in English, Russian, and Georgian. Administrative work: driving, bookkeeping, filing, etc. Qualifications: University graduate with interpretation and communication skills in English, Russian and Georgian. Salary: minimum in GIL-5 level ($366) net per annum. 30 days per year leave, contributory medical insurance and pension.

2. Receptionist/Office Assistant - answering the telephone and meeting guests. Typing in English, Russian and Georgian. Word Perfect and filling of letters and documents. Qualifications: University graduate with at least one year of experience in an administrative office. Knowledge of Word Perfect and other office software required. Salary: minimum in GIL-5 level ($366) net per annum. 30 days per year leave, contributory medical insurance and pension.

Persons interested in applying for these positions should contact Mr. Frank Halkan, Administrative Officer, United Nations Tbilisi Office, House No. 9 Pilit Ailed Alley, Nino Vedelani, Tbilisi, telephone and facsimile (995 32) 979853.