



AIMAGS AND SOUMS GREEN REGIONAL DEVELOPMENT INVESTMENT PROGRAM



NOTICE OF VACANCY (advertisement)

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BACKGROUND OF THE PROJECT

The program represents a fundamental paradigm shift in applying a transformative model to promote green territorial development and urban–rural linkages, whereby livable human settlements—aimag (province) and soum (subunit of an aimag) centers—become anchors of green agribusinesses that promote sustainable, resilient, and high-carbon sequestration rangeland management. Initially focusing on Mongolia’s western aimags, the program will promote climate finance and private sector investment mechanisms that can be replicated across the country.

The program will be implemented with the financing of loans and grants from the Asian Development Bank (ADB), the Green Climate Fund (GCF) and the European Investment Bank (EIB).

The executing agency is the Ministry of Economy and Development (MED). The MED will implement the Investment Program together with the Ministry of Construction and Urban Development (MCUD), the Ministry of Food, Agriculture and Light Industry (MOFALI), and the Ministry of Finance (MOF), the implementing agencies.

The program will have a long-term duration of 10 years.

Under the project, the Ministry of Economy and Development is seeking the following positions for the Ulaanbaatar - Central PIU.

1. PIU Coordinator
2. Finance Specialist
3. Senior Procurement Specialist

TERMS OF REFERENCE FOR PIU STAFF

1. PROJECT IMPLEMENTATION UNIT (PIU) COORDINATOR

The objective of the PIU Coordinator is to ensure the effective implementation of the project. The PIU coordinator will be responsible for the implementation of the program such as project planning, monitoring, stakeholder coordination, reporting and risk management.

Contract: Full-time for 1 year, with possible annual extension based on performance.

Detailed Tasks and/or Expected Output

Specifically, the PIU coordinator will

- (i) manage the staff and consultants of the PIU;
- (ii) assume overall responsibility for coordinating and implementing project activities in accordance with the project implementation schedule, investment and financing plan, procurement plan and other project documents, and the annual action plan and budget for the project, to ensure timely achievements of performance targets in compliance with the loan agreement, ADB policies and procedures, and the national laws and regulations;
- (iii) implement the duties and responsibilities set forth in Order 196 of the Minister of Finance;
- (iv) cooperate with the executing and implementing agencies and ADB;
- (v) ensure that the draft budget of the Ministry of Economy and Development, which is submitted to the Ministry of Finance, includes sufficient stakeholder funding;
- (vi) monitor the project, including reviewing and coordinating the school/kindergarten baseline data and arranging for updates as necessary;
- (vii) prepare quarterly and annual reports on the progress of the project (including the monitoring matrix of results, activities and gender action plans) for review by contractors and implementing agencies, and prepare these reports in a high-quality manner and submit them to ADB on time;
- (viii) act as Secretary of the projects steering committee;
- (ix) monitor project activities and the results of the design and monitoring framework objectives and indicators and report to ADB, executing and implementing agencies;
- (x) under the guidance of a gender consultant, with the support of senior training and public participation specialists and coordinators from the four regions, to act as a primary gender specialist for the project to oversee the implementation, monitoring and reporting of the gender action plan;
- (xi) support the Ministry of Economy and Development in the selection of consultants and monitor the activities;
- (xii) ensure general coordination between the members of the consultant team;
- (xiii) develop an annual project work plan to be approved by the Ministry of Economy and Development;
- (xiv) ensure that procurement and capital flows are regulated in accordance with ADB guidelines and government requirements;
- (xv) responsible for annual audits of program financial statements and timely reporting;
- (xvi) support ADB's oversight by preparing a project implementation report in advance of ADB's project inspections ("review missions"), assisting the monitoring team in developing plans, attending team meetings, and providing new information;

- (xvii) coordinate and monitor full range of work in the planning, implementation and supervision of the Tranche 2; and
- (xviii) ensure that all complaints are handled properly.
- (xix) Any other tasks as needed.

Minimum Qualification Requirements

- A Master's degree or higher in a relevant field such as management, engineering, public administration, or a technical field relevant to the project.
- A minimum of 10 years of experience in the infrastructure, energy, agriculture, or water sectors.
- Demonstrated capacity to work collegially and creatively within a team as a leader and with partners.
- Proven understanding and knowledge of the laws and regulations of the Government of Mongolia.
- A strong understanding of agriculture and infrastructure development processes, as well as renewable energy technologies and energy-efficient solutions.
- Proficiency in both written and oral English.
- Prior experience as a project manager in infrastructure-related projects is an advantage.

2. FINANCE SPECIALIST

The objective of the Finance Specialist is to manage project funds in accordance with ADB guidelines and government regulations, develop financial procedures, coordinate with agencies and specialists, disburse funds, maintain budgets and accounting records, ensure compliance, promptly address irregularities identified by auditors, and support Project Completion Report preparation.

Contract: Full-time for 1 year, with possible annual extension based on performance.

Detailed Tasks and/or Expected Output

Under the direction of the PIU coordinator, the Finance Specialist will

- (i) ensure that project assets are properly managed and spent in accordance with ADB rules and regulations, as well as in accordance with the requirements of the Government of Mongolia, in accordance with accounting, budget, financial control and audit procedures;
- (ii) ensure that all expenditures incurred under the project are properly recorded in the ledger and that all expenditures are properly authorized on the appropriate vouchers and accompanied by appropriate original receipts; report discrepancies to the project coordinator and make corrections as required;
- (iii) prepare detailed accounting procedures to ensure effective management and control of grant funds and assets;
- (iv) manage all financial transactions and disbursements in coordination with the executing and implementing agencies and the Ministry of Finance, and in compliance with financial covenants of the loan agreement and ADB's Loan Disbursement Handbook;
- (v) collaborate with other PIU staff, specialists, and consultants;
- (vi) allocate the amount of the service contract in accordance with the rules approved by the Ministry of Economy and Development;
- (vii) prepare a regular budget in line with planned project activities and prepare annual budgets and disbursement projections during project implementation;
- (viii) maintain project bank account(s);
- (ix) assist the procurement specialist in procuring an integrated financial management software and install it in the PIU computer; develop a financial management system for the project to ensure that the project financial management system conforms to ADB's requirements and the national accounting standards, rules and regulations; and develop a project assessment management system for the project to keep track of the project assets;
- (x) maintain necessary financial statements in accordance with the accounting laws and regulations issued by the government in accordance with international accounting principles and practices, and prepare detailed consolidated financial statements for the project;
- (xi) prepare a quarterly report on the implementation and disbursement of the project fund and attach it to the quarterly project report;
- (xii) monitor the project expenditures, and supervise quarterly and annual financial reports during the project implementation;
- (xiii) use special software to prepare financial statements that meet ADB requirements and maintain paper versions of those statements;
- (xiv) prepare regular financial statements and timely financial information required for internal and independent audits;
- (xv) ensure timely and accurate accounting of all financial transactions;

- (xvi) prepare funding requests, withdrawal applications, and supporting documents in accordance with ADB guidelines and government regulations;
- (xvii) maintain financial statements in accordance with ADB and government guidelines;
- (xviii) review invoices and contracts as part of the execution and execution of payments under the relevant contracts;
- (xix) maintain controls related to project transactions and all payment documents, invoices and other financial documents;
- (xx) ensure that all documents, information, and other supporting materials are securely available and ready for immediate release by ADB and auditors as required; and
- (xxi) take prompt remedial actions in respect to irregularities detected by the Auditor or the ADB.
- (xxii) Any other tasks as needed.

Minimum Qualification Requirements

- A Bachelor's degree or higher in a relevant field such as finance, accounting, economics, or a related discipline.
- A minimum of 5 years of experience in managing financial transactions, project assets, and preparing withdrawal applications and financial reports.
- Proven understanding and knowledge of the laws and regulations of the Government of Mongolia.
- Knowledge of relevant accounting standards, regulations, and reporting requirements.
- Familiarity with project accounting principles, financial reporting, and budget management.
- Proficiency in Microsoft Office and financial/accounting software.
- Proficiency in both written and oral English.
- Strong communications and interpersonal skills.
- Having prior experience with large-scale projects is an advantage.

3. SENIOR PROCUREMENT SPECIALIST

The objective of the Senior Procurement Specialist is to ensure project procurement compliance with relevant guidelines and approved plans, coordinate with specialists and advisors, update plans as needed, assist procurement and recruitment, liaise with ADB, monitor progress, evaluate performance, and support Project Completion Report preparation.

Contract: Full-time for 1 year, with possible annual extension based on performance.

Detailed Tasks and/or Expected Output

Under the direction of the PIU coordinator, the Procurement Senior Specialist will

- (i) ensure that procurement under the project is carried out in accordance with ADB guidelines and the procurement plan and its updates approved by ADB and the government;
- (ii) plan and manage procurement activities including the establishment of bid evaluation committees, preparation of bid documents and cost estimates, invitation for bids, bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports, preparation of contract negotiations with selected bidders, and submissions for ADB's review in accordance with the project procurement plan and ADB's guidelines and procedures;
- (iii) collaborate with other specialists and consultants;
- (iv) update the procurement plan and have it approved by the executing and implementing agency if necessary;
- (v) prepare procurement documents such as bidding documents including technical specifications for goods, works and services to be procured through national competitive bidding and shopping, bid evaluation minutes and reports, contracts, and other submission documents for ADB's review;
- (vi) provide all necessary procurement support to executing and implementing agencies, as well as evaluation and selection committees;
- (vii) cooperate with executing and implementing agencies, and ADB in the preparation of documents such as advertisements, shortlists, bidding documents, evaluations, draft contracts, and notices of selection;
- (viii) properly prepare and review all procurement documents that need to be reviewed and approved by ADB, and ensure that the latest guidelines, templates, and forms are used;
- (ix) together with the other PIU staff and in coordination with the executing and implementing agencies and other relevant stakeholders, arrange inspections of goods, works, and services being procured, as well as inspections of their delivery, storage, and distribution to the final destination to ensure timely availability and proper reception, installation, testing, and user training; ensure that the quality of the procured goods are verified against the specifications before signing acceptance documents for the goods;
- (x) together with the financial management specialist/accountant, ensure that all the procured goods are properly labeled and entered into the project financial management/accounting system;
- (xi) monitor the procurement and consultant selection process for compliance with the procurement schedule, notify executing and implementing agencies in the event of any delays, and propose, if necessary, remedial action; and
- (xii) collect and maintain complete records of procurement and consultant recruitment activities under the project for audits and references by ADB and the government;

and make timely entry of information on all the contracts under the project into MOF's management information systems.

(xiii) Any other tasks as needed.

Minimum Qualification Requirements

- A Bachelor's degree or higher in a relevant field such as finance, business, management, accounting, law, engineering, logistics, or a related field with extensive demonstrated knowledge of contract systems and processes.
- A minimum of 5 years of experience in international and domestic procurement of goods, works, and services in Mongolia.
- Holding an A3 National Certificate of Public Procurement.
- Proven understanding and knowledge of the relevant laws and regulations of the Government of Mongolia.
- Proficiency in Microsoft Office.
- Proficiency in both written and oral English.
- Having prior experience with large-scale projects is an advantage.

APPLICATION PROCEDURE

Deadline: All documents should be submitted both through the e-mail below and in person to the following contact address before 6:00 PM on 15 November 2023.

- (i) Curriculum vitae in English and Mongolian, with recent photo taken within the last 6 months
- (ii) Copies of diplomas and relevant certificates with English translation
- (iii) Copy of national citizenship ID
- (iv) Copies of the Labor and Social Insurance books (first page and subsequent pages indicating the employment mobility)
- (v) Reference or recommendation letters from current and/or previous employer
- (vi) Cover letter in English

The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. Only short-listed candidates will be contacted.

Contact address:

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