

## VACANCY NOTICE

(Re-advertisement)

### **Advertisement date: 8 June 2026**

The Government of Mongolia, with support from the Asian Development Bank (ADB), is implementing the loan project on Strengthening Integrated Early Warning System in Mongolia in 2026-2030. The project aims to establish a multi-hazard early warning system and strengthen national disaster risk management capacity. The National Emergency Management Agency (NEMA) is seeking below full time PIU staff.

1. PIU 07 - ICT Specialist, 21.6 person-month.
2. PIU-08 Infrastructure Engineer, 20 person-month.
3. PIU-06 Monitoring and Evaluation Specialist, 60 person-month.

### **Vacancy Requirements and Tasks**

**1. Information Communication Technology Engineer (07):** The ICT Engineer shall meet the following requirements: (i) Master's degree or higher in Information and Communication Technology, Computer Science, Computer Engineering, or a related field;(ii) At least 8 years of relevant professional experience in ICT project management, system development, or software quality assurance;(iii) Prior experience working with disaster management systems or government ICT infrastructure is highly preferred; (iv) Strong knowledge of data systems integration, cybersecurity, GIS technologies, and cloud infrastructure; (v) Excellent written and spoken English proficiency. Estimated duration of input is 21.6 person-months over a project period.

Under the supervision of the Project Coordinator, the ICT Engineer will perform the following duties:

- Monitor and oversee the performance and implementation of the consulting firm's activities under the NDRMS development subproject;
- Ensure that all deliverables are aligned with the approved system architecture and national ICT policies;
- Review and validate technical documentation and system deliverables submitted by the consulting firm;
- Review and assess the consulting firm's quarterly reports for progress, quality, and compliance with project timelines;
- Identify gaps, risks, and provide recommendations for technical improvements or corrective actions;
- Provide technical guidance on system development, including GIS platforms, web portals, mobile applications, and AI forecasting modules;
- Validate the development and integration of:
  - Real-time monitoring and geospatial visualization tools;
  - Early warning notification systems (SMS, email, mobile app, siren networks);
  - Role-based access control features;
  - Dashboards with filtering, analytics, and trend analysis;
- Ensure collection, analysis and reporting functions of sex-disaggregated data<sup>[b]</sup>
- Public reporting and emergency resource management modules;
- Disaster preparedness and response planning module;
- Ensure interoperability with government systems such as Open Data, XYR, DAN, and NEMA's internal platforms;

- Validate compliance with non-functional requirements, including:
- 99.8% system availability and disaster recovery;
- Secure data protocols and encryption standards;
- Scalable cloud infrastructure;
- Accessibility (WCAG AA or higher), multilingual support, and low-latency performance;
- Ensure proper integration with external agencies and databases, including meteorological, seismic, geospatial, and emergency services;
- Validate API configurations for automated data exchange and ingestion;
- Monitor and ensure automated data validation, standardization, and traceability;
- Coordinate with stakeholders (NEMA, local agencies, line ministries) to gather feedback and ensure the system meets user needs;
- Support testing, training, and system rollout activities in collaboration with the consulting team;
- Provide final evaluation of system readiness before official launch;
- Work closely with NEMA's departments to analyze and update existing ICT-related best practices, reports, and studies, aligning with the future state vision;
- Collaborate with the Ministry of Digital Development and Communications and other relevant agencies to resolve ICT-related issues;
- Assist the procurement and contract management specialist in the development of contract management plans for complex, high-value and high-risk packages with support of monitoring and evaluation specialist, engineers and financial management specialist
- Assist other PIU staff and consultants in areas of its expertise;
- Lead and develop NEMA's ICT strategy, including spatial and non-spatial information systems, in cooperation with relevant specialists and the PIU team;
- Participate in ADB inception, review, and completion missions, quarterly portfolio meetings, and official events, and prepare relevant documentation;
- Provide verbal or written translations between English and Mongolian as needed;
- Assist and support NEMA in technical matters, capacity building, projects' development.
- To serve and complete duties as a specialist of NEMA Integrated Project Management Unit.
- Perform other tasks as assigned by the Project Coordinator.

**2. Infrastructure Engineer (08):** Infrastructure Engineer shall meet the following qualifications and experience requirements: (i) A Bachelor's degree or higher in Computer Science, Computer Systems Engineering, Network Engineering, or a closely related discipline; (ii) A minimum of five (5) years of proven professional experience in systems engineering, DevOps practices, and enterprise network/server architecture; (iii) In-depth expertise in Linux/Unix systems administration, along with scripting proficiency in Bash and Python; (iv) Strong understanding of core networking concepts, including TCP/IP, DNS, VPNs, load balancing, and firewall configuration and management; (v) Hands-on experience with virtualization technologies such as VMware, Hyper-V, or KVM; (vi) Industry-recognized cloud certifications (AWS, Azure, or GCP) are highly desirable; (vii) Excellent analytical, communication, and technical documentation skills; and (viii) Proficiency in both written and spoken English. Estimated duration of input is 20 person-months over a project period.

The Engineer will work under supervision of and will report directly to the Project Coordinator and will carry out the following duties responsibilities:

- Design, implement, and manage hybrid IT environments integrating on-premises infrastructure with leading cloud platforms (AWS, Azure, GCP);

- Conduct cloud readiness assessments, migration planning, and implement cost optimization strategies for cloud infrastructure;
- Configure and manage core infrastructure components, including VPC, IAM roles, storage solutions, and compute services;
- Establish and maintain data backup procedures, disaster recovery mechanisms, and business continuity frameworks;
- Design scalable and secure network infrastructure architectures, including LAN/WAN, VPNs, firewalls, routing, and switching;
- Deploy and maintain resilient server infrastructure (Linux/Windows), both in physical and virtualized environments;
- Ensure end-to-end system security through access control, encryption, firewall policies, intrusion detection, and compliance with relevant standards;
- Collaborate with cybersecurity teams to implement vulnerability scanning, patch management, and incident response strategies;
- Deploy and maintain monitoring, alerting, and logging tools such as Prometheus, Grafana, and the ELK stack;
- Ensure high availability and fault tolerance through system automation, redundancy, and infrastructure optimization;
- Troubleshoot complex network and infrastructure issues and identify performance bottlenecks;
- Work independently and collaboratively within a distributed, multi-site team environment;
- Collaborate with radio communication engineers and ICT specialists to ensure the seamless integration of various technical components within the NDRMS ecosystem;
- Review and revise server and equipment procurement specifications to align with the system architecture and requirements developed by the consulting firm;
- Contribute to the quarterly, semiannual progress reports and a final implementation report;
- Participate in ADB missions (inception, review, completion), quarterly portfolio reviews, and other formal meetings, and support the preparation of required documentation;
- Assist NEMA and other PIU staff and consultants in areas of its expertise;
- Assist the procurement and contract management specialist in the development of contract management plans for complex, high-value and high-risk packages with support of monitoring and evaluation specialist, engineers and financial management specialist
- To serve and complete duties as a specialist of NEMA Integrated Project Management Unit.
- Perform additional tasks as may be assigned by the Project Coordinator to support project objectives.

**3. Monitoring and Evaluation Specialist (06):** The specialist will have: (i) a master or higher degree in communication, business administration, public administration, economics, and/or a related field; (ii) at least 5 years of experience with donor-funded projects with extensive field operations, in a similar capacity, preferably with ADB; (iii) excellent facilitator of meetings and negotiations for a wide range of stakeholders, especially local governments, private sector, and communities; and (iv) excellent command of spoken and written English. Estimated duration of input is 60 person-months over a project period.

Under the supervision of the project coordinator, the specialist will be responsible for (i) ensuring project implementation toward the project targets specified in the DMF, (ii) ensuring project implementation in compliance with ADB social and environmental policies, (iii) ensuring effective monitoring and evaluation (M&E) of project activities, and (iv) maintain and update ADB and Government of Mongolia systems related to monitoring and evaluation, including project reports and briefings. Specific duties include the following:

- Establish the project performance monitoring system (PPMS) consistent with the project design and monitoring framework (DMF) that meets the requirements of the Government of Mongolia and ADB for monitoring of project implementation and achievement of project outputs, outcome, and impact.
- Develop a monitoring plan for routine monitoring to be used by the PIU and ensure this is approved by the project director.
- Complete an M&E baseline report for the project, including targets set out in the DMF, indicators, and data collected for the baseline including data required by the project's DDRs, GAP, ECoC and other documents.
- Ensure that all PIU members and other relevant stakeholders (especially the implementing agencies) are aware of and understand the PPMS, project targets in the DMF, GAP and compliance requirements and procedures in the PAM and loan agreements.
- Responsible for generating data for regular monitoring reports, and compiling monitoring reports based on the project DMF and approved monitoring plan according to the approved monitoring plan
- Ensure that all PIU members and other relevant stakeholders (especially the implementing agencies) regularly provide updated information and progress toward the project targets and requirements.
- As part of the PPMS, maintain a project-specific, gender-disaggregated database.
- Screen all proposed activities to ensure compliance with the project ECoC, DDR, GAP, DMF, and PAM and assist the PIU team as necessary for compliance with these documents.
- Attend and participate in project meetings and field missions.
- Update and maintain the government system such as Glass Account, PIMIS and ODAMIS etc.
- Prepare the project progress (annual, quarterly, semiannual, and annual) and completion reports, including documentation of progress and achievement toward targets of the DMF, DDR, and GAP and compliance with the ECoC, PAM, and loan assurances for governmental and financial organizations. (reports should be in acceptable formats by ADB and GOM).
- Assist project coordinator in reviewing deliverables provided by consultants and contractors and in the evaluation of performance of consultants and PIU staff.
- Assist the procurement and contract management specialist in the development of contract management plans for complex, high-value and high-risk packages with support of engineers and financial management specialists.
- Produce a baseline, midterm and a final M&E report.
- Develop and lead the project performance monitoring system and keep ADB updated through NEMA on project progress and challenges encountered, and proposed solutions on a regular basis.
- Organize of Project Steering Committee meetings in accordance with the work plan, and followup actions;
- Responsible for the implementation of the communication strategy and plans to support the NEMA/PIU.
- Support the coordination of all workshops, conferences, consultations, and discussion groups.
- Ensure the relevance and quality of public awareness and other messaging campaigns and monitor the progress of consultancy services.
- Support coordination, planning, development and implementation of all communications and stakeholder engagement related project activities;
- Support efforts related to execution of training activities and awareness building exercises
- Prepare and provide information to the ADB, Project Steering Committee, MOF, EA, IA, and other government bodies as required or on their requests;
- Document and share lessons learnt.
- Responsible for updating and maintaining the Glass Account and PIMIS and ODAMIS with required relevant inputs.

- Participate to ADB inception, review and completion missions, quarterly portfolio meetings, and official meetings, prepare documents for these meetings, and do verbal or written translations from English to Mongolian and vice versa;
- Responsible for preparation, organization and follow-up of the project review meetings/missions of the various stakeholders including government and donors;
- Assist other PIU staff and consultants in areas of its expertise.
- To serve and complete duties as a specialist of NEMA Integrated Project Management Unit.
- Execute other tasks assigned by the project coordinator.

The PIU staff will be selected in accordance with the regulations of the Government of Mongolia and the Asian Development Bank. Only shortlisted candidates according to the rank of evaluation will be contacted.

### **Application Procedure**

Interested candidates should submit the following documents:

- Cover letter (in English and Mongolian);
- Curriculum Vitae (CV) highlighting relevant experience;
- Copies of diplomas and certificates; and
- At least two reference letters.

Incomplete applications would not be considered. The submitted documents will not be returned to the applicants. Applications must be submitted by **22 June 2026, 17.00 o'clock** to:

T.Zorig, Policy Planning Department, National Emergency Management Agency  
Room № 306, Partizan's Street, 4th Khoroo, Sukhbaatar District, Ulaanbaatar, Mongolia