

VACANCY NOTICE

(Re-advertisement)

Advertisement date: 23 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. 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 full time PIU staff – **PIU-01 Project Coordinator**.

Vacancy Requirements and Tasks

The project coordinator will have:

- A. General Qualification (15%):* (ii) a post-graduate degree related to economics, business administration, public administration or engineering related to technical aspects of the project;
- B. Project Related Experience (70%):* (ii) at least 10 years of general working experience in areas of early warning systems, disaster management and capacity building, of which at least 7 years of experience in managerial capacity for the projects financed by the Asian Development Bank (ADB) or other international development organizations;
- C. Regional Experience & Others (15%):* (iii) working experiences in the projects, which were implemented in representative provinces (including Ulaanbaatar) of each five economic regions of Mongolia, and (iv) demonstrated ability to manage a team, prepare reports, and work with the government and private sector, communities, and civil society organizations (CSOs); (v) excellent facilitator of meetings and negotiations for a wide range of stakeholders, especially governments, private sector, and communities; (vi) excellent command of English and Mongolian; and (vii) excellent digital literacy. Previous experience with ADB projects is preferred.

Evaluation.

Overall rating = A x Rating + B x Rating + C x Rating.

Rating scale: Excellent 100%, Very Good 90 - 99%, Above Average 80 - 89%, Average 70 - 79%, Below Average 1 - 69%, Non-complying 0%.

Candidates will be ranked by overall rating. Only candidates with overall rating equal to 80 or above 80% will be shortlisted.

A project coordinator is required to organize the PIU, keep track of, coordinate, report on, and facilitate the deployment of the resources provided for under the project. While keeping scrupulously to the provisions agreed between the government and ADB, the coordinator will keep in mind the overall objective of the project that is to sustainably improve the quality of the project's activities. The PIU project coordinator will commence inputs immediately after loan effectiveness and will be engaged on a full-time basis. The coordinator will be responsible for preparation of annual work plans and budgets; communicating clearly to PIU staff the activities to be completed; ensuring that PIU staff and consultant complete assigned activities; monitoring progress according to agreed protocols; maintaining regular contacts with the Project Director to discuss progress and the possible need for adjustments or modifications, periodically visiting field locations to have a firsthand knowledge of the situation, and preparing reports for the executing agency, MOF, and ADB. He/she will report directly to NEMA's project director. Specific duties include the following:

- Work closely with PIU staff, government focal including the *aimag* supervision officers, project consultants, provide the lead in project implementation, ensuring all outputs are delivered according to approved work plans and budgets.
- Ensure that the PIU staff have a clear understanding of the project design and components; and have read and understand the RRP and project administration manual, and other relevant reports and designs. Ensure that PIU staff work toward the project targets and indicators in the design and monitoring framework, gender action plan, social development action plan, consultation and participation plan, and stakeholder communication strategy: regardless of the specific skillsets and terms of reference for each PIU position, all need to work holistically to help achieve the project objectives.
- Supervise PIU project staff and contractors, ensuring that they follow the annual work plan and budget.
- Assist the project director in discussing terms of reference and expected outputs of PIU staff, providing coaching where required, and review performance of PIU staff.
- Ensure communications among PIU staff and contractors on project work plans, project issues, and project performance.
- Conduct monthly PIU project management meetings to address the progress of the work plan and any impediments.
- Coordinate the activities of the PIU and ensure that planned activities are carried out.
- Identify the need for any updates to the PAM to reflect any changes in project activities and responsibilities and seek prior endorsement from NEMA and ADB.
- Obtain necessary and timely approval of the project director on required activities.
- Ensure timely preparation of contracts with suppliers and contractors for various project activities according to ADB standards.
- Coordinate delivery of consultant work to be completed following the approved work plans.
- Ensure financial activities are managed smoothly.
- Monitor PIU activities on (a) a monthly basis against the annual work plan and budget, and report regularly to the project director on progress, (b) prepare semiannual reports for NEMA and ADB, and (c) prepare annual performance reviews of PIU activities and expenditures highlighting activities outstanding and those that need to be strengthened or modified.
- Participate in periodic field reviews of implementation activities, and project-funded inputs and services.
- Propose possible revisions of project plans and corresponding reallocation of resources within budget limits.
- Manage project using critical path method, take immediate action to redesign the project components in case if needed to avoid any delay in project implementation.
- Organize Project Steering Committee meetings in accordance with the work plan.
- Ensure that PIU staff and consultants are aware of ADB policies, including for social and environmental safeguards, gender, anticorruption, financial management, procurement, and disbursement.
- Ensure that the ADB Safeguards Policy Statement is shared with all projects implementing staff and consultants. Ensure all project activities are in line with project social and environmental safeguards. Make all Local Emergency Management Agency (LEMA) officers aware of safeguard requirements and due diligence to do when starting project activities to ensure compliance.

- Request the Mongolia Resident Mission (MRNM) of ADB for additional training on ADB policies and procedures when needed.
- Liaising with ADB on the project performance and managing the project components and ensuring the stakeholder views are managed towards the best solution.
- PIU project coordinator will be responsible for the NEMA projects, including the Strengthening Integrated Early Warning System in Mongolia and upcoming the Strengthening Mongolia's Disaster Resilience Capacity Project in September 2026.

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 **07 July 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

The PIU staff will be selected in accordance with the regulations of the Government of Mongolia and the Asian Development Bank. This is a recruitment process that is being conducted in advance procurement of the funding source being approved. The position will commence upon the loan effectiveness. Only shortlisted candidates will be contacted.