LOAN NO. 3679/3786-MON: REGIONAL ROAD DEVELOPMENT AND MAINTENANCE PROJECT

VACANCY ANNOUNCEMENT

The Government of Mongolia with support from the Asian Development Bank (ADB) is implementing the Regional Road Development and Maintenance Project. The project Executing Agency (EA) is the Ministry of Road and Transport Development (MRTD). Under the project, the EA is seeking to recruit a qualified Project Coordinator for the Project Implementation Unit (PIU) who will be engaged on a full-time basis.

Objective of the Assignment

The Project Coordinator will be responsible for (i) ensuring overall project management and coordination with MRTD, Ministry of Finance, ADB, and other implementing partners; (ii) managing PIU staff and providing them constructive guidance on timely basis; (iii) overseeing day-to-day implementation of project activities through technical guidance to the PIU staff; (iv) ensuring timely implementation of project outputs to achieve the project goal as indicated in the project design and monitoring framework; (v) closely monitoring procurement of consulting services, works and goods; (vi) timely reporting to the MRTD, MOF, ADB and relevant government bodies on the project implementation status. The Project Coordinator will perform the following tasks:

- Ensure successful implementation of the project in accordance with the Loan Agreement, Project Administration Manual and other project documents, and all policies and procedures of the government and ADB;
- Manage and support planned technical support packages within project scope;
- Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports (quarterly and annually progress reports on project implementation, quarterly and semiannually progress reports on Gender Action Plan and Social Development Action Plan, semi-annually, and annually Environmental Monitoring reports) as required under the conditions of the Loan Agreement, and other reporting requirements under the project (e.g., annual audits);
- Ensure contact and communication with other stakeholders involved in the project implementation to ensure cooperation and coherency in planned and ongoing programs, as well as regular exchanges of up-to-date information regarding the project;
- Manage and coordinate project planning and budgeting including review and submission of consolidated list of planned activities and expenses to the Project Steering Committee on a quarterly basis;
- Prepare and update project implementation plans (administration, survey, training, etc.), submit such plans to the Project Steering Committee and ADB for go-ahead, and ensure their implementation is consistent with the provisions of the project document;
- Supervise daily activities of the PIU, evaluating performance and operating effectiveness (including ongoing staff performance evaluations and feedback), making recommendations for change as necessary;
- Develop and oversee the implementation of standardized administrative and operating procedures for the PIU including reporting formats for financial transaction under the project (credit and counterpart fund accounts) with the financial officer; procurement and contracting tracking system with other relevant staff;
- Act as a principal representative of the project during ADB review missions, meetings, evaluations and discussions;
- Responsible for preparation and timely delivery of required reports, including project implementation, financial, safeguard and gender reports to MRTD, MOF and ADB;
- Establish strong working relationship with the Project Steering Committee, set up meetings as needed and ensure timely implementation of decisions made by the Project Steering Committee;
- Report progress of project implementation to the Project Steering Committee on a regular basis;
- Implement internal control systems according to the rules and regulations set by the MOF, MRTD and ADB;

- Monitor the project design and monitoring performance indicators and evaluate the impact of the project activities; and
- Liaise with and maintain close working relationships with all stakeholders (e.g., Ministries, state and local agencies, contractors, construction supervision consultant, design consultant, external partners, non-government organizations/civil society organizations) for successful implementation of the project.

Minimum Qualification Requirements

- Bachelor's degree in Road or bridge engineering. Master of science in engineering will be an advantage.
- At least 10 years of work experience in road industry dealing with planning, design, construction, and maintenance of roads and construction supervision;
- At least 8 years of work experience at the manager level or chief engineer for contractor or team leader for supervision consultant team or project coordinator of similar project;
- At least 6 years of work experience on donor funded projects;
- Good English skills, both written and spoken.
- Good communication skills

If you possess the above qualifications, please submit a ***cover letter*** indicating why she/he considers her/himself suitable for the position, detailed public servant ***CV*** highlighting skills/experience, copy of diplomas or certificates, two reference letters from last two employers no later than **11:00 am on 19 May 2023. Only those successful candidates will be contacted.** The applications under the name of the Project and job title shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

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