



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



VACANCY ANNOUNCEMENT

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing “Regional road development and maintenance project” (RRDM 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 **Translator/Office Administrator for the Project Implementing Unit (PIU) who will be engaged on a full-time basis.**

Objective of the assignment

As a part of the PIU, the translator/secretary will work under the direct supervision of the project coordinator, be responsible for day-to-day office secretarial tasks at the PIU and translation of relevant documents and interpretation during meetings. The documents are typically on the following topics: financial, technical (road engineering), environment, gender, and capacity building. This position will manage the flow of information sharing between national and international stakeholders on the project.

Qualifications and experience:

Candidates must have a degree in a relevant field and at least 8 years of experience of performing written translations of policy and program related documents and interpretations during business meetings, workshops, preferably, in the areas of engineering, environmental management, and social development, minimum 3 years of relevant international project management experience would be an advantage. In addition, they should have prior experience of secretarial duties and office management.

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 and two reference letters from last two employers no later than **15:00, 16 Oct 2018. Only those successful candidates will be contacted.** The application documents under the name of RRDM/Translator 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.

Contact address: Ministry of Road and Transport Development, Government Building №13, room 409, Chinggis Avenue 11, Ulaanbaatar 14251, Mongolia **Contact person:** L.Bayanzul
Tel: +(976) 62263208