

JOB DESCRIPTION

Loan 3936-MON: Developing the Economic Cooperation Zone Project

Infrastructure/Civil Engineer

I. Objective and Purpose of Assignment

The Deputy Prime Minister's Office (the Executing Agency) with Zamyn-Uud Free Zone Governor's Office and Ministry of Construction and Urban Development and Housing (Implementing Agencies) are implementing the Developing the Economic Cooperation Zone Project financed by Asian Development Bank (ADB).

The Executing agency is now seeking to hire an Infrastructure/Civil Engineer for the project and is inviting qualified candidates to apply. The Infrastructure/Civil Engineer will be a full-time staff of the Project Implementation Unit (PIU) based in Ulaanbaatar, providing support to ensure and smooth implementation of the project and handle the Project construction operations. The Infrastructure/Civil Engineer will be contracted for until loan expiration, as per the Finance Minister order #4 dated 11 January 2021.

II. Scope of Work

The main duties and responsibilities of the Infrastructure/Civil Engineer will include the following tasks but the engineer is expected to perform any other tasks in the areas of responsibilities as deemed necessary. S/he will perform the assigned tasks under the direct supervision and guidance of the Project Coordinator.

III. Detailed Tasks and/or Expected Output

- (i) Provide technical expertise and support for contracting the detailed engineering design (DED) services, including the support for preparation and evaluation of the technical and engineering specifications and requirements, preparation of the bidding documents, contract management and other relevant engineering tasks;
- (ii) Ensure that all documents, permits for the preparation of DED and the execution of the civil works and other necessary decisions are technically correct and are in compliance with the requirements of the respective technical codes and standards, and are adequately consulted and discussed with the relevant parties, including the MCUDH, technical expertise and other relevant agencies;
- (iii) Provide support for contracting the civil works support for preparation and evaluation of the technical specifications and requirements, technical supervision, preparation and evaluation of bidding documents, and other engineering tasks;
- (iv) Undertake structural calculations and analysis and produce economic and efficient buildable designs;
- (v) Carry out overall coordination of the activities of the recruited team of engineers for the supervision of the civil works;
- (vi) Ensure the application, obtaining and approval of all the required documentation and permits for each construction site; supervise and obtain all necessary approvals during the project implementation and completion; ensure that licenses and authorizations, as necessary and appropriate are in place, and proactively stop any works in case of withdrawal, suspension or expiration of such, immediately presenting a report in this respect to the beneficiary and the EA/IA;
- (vii) Participate in the technical committees at the advanced and final phases of completion of the civil works;

- (viii) Undertake site visits as required and work on the project site for a long time and exercise supervision on behalf of the project implementation unit;
- (ix) Undertake quality assurance checking of drawings and calculations produced by DED firm;
- (x) Coordinate work of structural design engineers for the timely completion of the structural design;
- (xi) Review all drawings prepared by the DED firm, provide technical notes to the drawings, technical specifications, and BoQ as necessary, and assist project beneficiaries (ZUFZGO) with technical support during the implementation of works.
- (xii) Prepare structural design briefs, documents, reports and material specifications as required for civil construction;
- (xiii) Manage all civil construction works during the design, construction, and post-construction phases on site; and
- (xiv) Perform any other duties assigned by the Project Coordinator and Project Director.

IV. Minimum qualification requirement

Graduate Degree in Civil Engineering or related field;

- (i) Graduate degree in Civil Engineering or related field;
- (ii) At least 10 years of professional work experience in design, construction or supervision of civil works in water supply, waste water, road, power supply or other similar sectors;
- (iii) Must have valid training certificates on project management and public procurement (A3 certificate);
- (iv) Must have certificate for Consulting Engineer in architecture, civil engineering;
- (v) Must be certified as e application and construction design software;
- (vi) Must have an experience in working for with externally funded projects, such as ADB, World Bank, EBRD or other international organizations;
- (vii) Knowledge of advanced (written and oral) level English language proficiency is a must
- (viii) Well-developed analytical and problem-solving skills, including the ability to formulate recommendations
- (ix) Demonstrated capacity to work both independently and in a team environment

REQUIRED DOCUMENTS FOR ALL CANDIDATES:

- I. Cover letter in English
- II. Curriculum Vitae in English (ADB Format)
- III. Copies of diploma(s) and certificate(s) with English translation
- IV. Reference letters from at least three past employers with English translation.