



VACANCY ANNOUNCEMENT FOR PROCUREMENT SPECIALIST

The Ministry of Economy and Development (MED) with Zamyn-Uud Free Zone Governor's Office (ZUFZGO) and Ministry of Construction and Urban Development (MCUD) are implementing the Developing the Economic Cooperation Zone Project financed by Asian Development Bank (ADB). The Executing agency (EA) is now seeking to hire a Procurement Specialist for the project and inviting qualified candidates to apply. The Procurement Specialist 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 daily operations. The Procurement Specialist will be contracted for until end of the year, possible extension of contract based on performance, as per the procedure approved by the Finance Minister order #4 dated 11 January 2021.

The main duties and responsibilities of the Procurement Specialist will include the following tasks, but 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.

Detailed Tasks:

Specific tasks include, but may not be limited to:

- (i) Manage and coordinate all procurement activities including recruitment of consultants in consultation with the executing and implementing agencies and in accordance with ADB's guidelines and procedures and national laws and regulations;
- (ii) Plan and manage procurement activities including establishment of bid evaluation committees, preparation of bid documents, invitation for bids, bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports, preparation of contract negotiations with selected bidders, and submissions for ADB's review in accordance with the project procurement plan and ADB's guidelines and procedures;
- (iii) Plan and manage consultant recruitment activities including establishment of consultant selection committees, preparation of terms of reference, advertisement, shortlisting, evaluation of technical proposals, preparation of technical proposal evaluation minutes and reports, evaluation of financial proposals, preparation of financial proposal evaluation reports, preparation of contract negotiations with selected consultants, and submissions for ADB's review in accordance with the project procurement plan and ADB's guidelines and procedures;
- (iv) Prepare procurement documents such as bidding documents including technical specifications for goods, works and services to be procured through international Open competitive bidding, national competitive bidding, and shopping, bid evaluation minutes and reports, contracts, and other submission documents for ADB's review;
- (v) Prepare consultant recruitment documents such as terms of reference, request for proposals, expressions of interest evaluation minutes and reports, technical proposal evaluation minutes and reports, contracts, and other submission documents for ADB's review;
- (vi) Update the project procurement plan for review and approval by ADB;
- (vii) Arrange inspections of goods, works and services being procured, as well as inspections of their delivery, storage, and distribution to the final destination to ensure timely availability and proper reception, installation, testing, and user training;
- (viii) Inspect the quality of the procured goods by collecting data and information from the manufacturers, distributors, and suppliers for verification with the specifications before signing acceptance documents for the goods;
- (ix) Inspect the quality of the procured works by collecting data and information from the contractors for verification with the specifications and design drawing before notifying the completion of works for certification by the Agency for Specialized Inspection; and
- (x) Collect and maintain complete records of procurement activities under the projects for audits and references by ADB and the government.

Minimum Qualification Requirements

- Bachelor degree or higher in Civil and Industrial Construction Engineering, Management and Business Administration and other relevant discipline;

- At least 7 years of experience working in finance, business, investment, procurement field;
- At least 5 years of experience working as procurement specialist in multilateral development bank funded projects (e.g., ADB, World Bank, European Bank for Reconstruction and Development) is preferable;
- Must have National procurement A3 certificate;
- Experience with international competitive bidding and recruitment of consulting firms under projects funded by international financial institutions is a plus;
- Contract management training participation is required;
- Required to have qualification in finance, business, and investment field;
- Knowledge of advanced (written and oral) level English language proficiency is a must.

Interested applicants shall send their expression of interest by through the ADB CMS system links listed below by 23:59, 23 July 2023.

https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=190022