



## VACANCY ANNOUNCEMENT FOR PROJECT COORDINATOR

The Ministry of Economy and Development (the Executing Agency) with Zamyn-Uud Free Zone Governor's Office and Ministry of Construction and Urban Development (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 a Project Coordinator for the project and inviting qualified candidates to apply. The Project Coordinator 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 PIU daily operations. The Project Coordinator will be contracted for until end of the year, possible extension of contract based on performance, as per Finance Minister order #4 dated 11 January 2021.

The main duties and responsibilities of the Project Coordinator 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 Director.

### Detailed Tasks:

Specific tasks include, but may not be limited to:

- (i) Assume overall responsibility for coordinating and implementing project activities in accordance with the project implementation schedule, investment and financing plan, procurement plan and other project documents, and the annual action plan and budget for the project, to ensure timely achievements of performance targets in compliance with the loan agreement, the ADB policies and procedures, and the national laws and regulations;
- (ii) Prepare annual action plans and budgets for the project for review and approval of the Project Steering Committee (PSC);
- (iii) Assist executing and implementing agencies for management and implementation of the project in overall coordination with the ADB;
- (iv) Ensure that the project funds and other resources are used only for approved project purposes and by authorized personnel, and are properly managed in compliance with all financial covenants and other obligations in the loan agreement;
- (v) Ensure that conditions are met in time for disbursements of loan proceeds;
- (vi) Arrange annual and final audits of the detailed consolidated project financial statements in coordination with the National Audit Office;
- (vii) Supervise and guide PIU staff; monitor performance of tasks by PIU staff and identify problems and solutions to coordinate and implement project activities;
- (viii) Supervise the team consultants, administer contracts, monitor tasks, and overall supervision;
- (ix) Ensure that all reports and documents are submitted to ADB and the government including the PSC on time, including quarterly and annual progress reports;
- (x) Provide quality control of all documents submitted to ADB, the executing and implementing agencies, the Ministry of Finance, the PSC and other key stakeholders, including documents related to procurement, disbursement, financial management, monitoring and reporting;
- (xi) Act as representative of PIU to discuss, negotiate, and agree with consultants and contractors on contractual obligations carried out under the project in accordance with ADB policies and procedures and the national laws and regulations;
- (xii) Monitor and guide contract administration by PIU staff and seek guidance and support from ADB and the executing and implementing agencies on any breach of contracts and performance issues with consultants and contractors; and
- (xiii) Ensure that the project-related complaints are handled properly through grievance redress mechanism established for the project.

### Minimum Qualification Requirements

- Must have post graduate or graduate degree in Engineering, Business and/or Financial management or relevant;
- At least 10 years of work experience is required;
- Minimum 5 years of work experience project management of multi-sectoral investment program of externally funded projects such as ADB, World Bank, EBRD or other international organizations;

- 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, 9 August 2023.

[https://selfservice.adb.org/OA\\_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=190493](https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=190493)