



VACANCY ANNOUNCEMENT

The Ministry of Economy and Development (MED) with Zamyn-Uud Free Zone Governor's Office and Ministry of Construction and Urban Development are implementing the Developing the Economic Cooperation Zone Project financed by Asian Development Bank. The MED is now seeking to hire candidates for Project Assistant/Translator for the Project Implementation Unit (PIU).

Interested applicants shall send their expression of interest by email to procurement.mon3936@gmail.com by 23:59, 11 September 2023.

TOR PROJECT ASSISTANT/TRANSLATOR

The Project assistant/Translator 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 Project assistant/Translator 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 Project assistant/Translator 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) Provide administrative support for the PIU and consultants recruited under the project;
- (ii) Carry out basic office tasks to ensure smooth workflow, such as coordinating and scheduling meetings, providing interpretation/translation services for meetings, arranging travels, printing and photocopying, organizing and filing documents and records, preparing meeting minutes and memos, handling routine correspondences and e-mails, editing reports and documents, etc.;
- (iii) Manage petty cash for PIU operations and monitor costs of the project vehicle (petrol, driver, etc.);
- (iv) Purchase and distribute office supplies to other PIU staff and monitor proper maintenance of office furniture and equipment;
- (v) Assist the Procurement Specialist in advertising invitations for bids and consulting service requirements in ADB system and media and preparing small service contracts;
- (vi) Assist the Accountant/Financial Management Specialist in processing payments and maintaining records;
- (vii) Assist other PIU staff and consultants in organizing meetings, training and workshops including preparing documents and materials, arranging venues, and facilitating communication and coordination;
- (viii) Assume other tasks as assigned by the Project Coordinator.

Minimum Qualification Requirements

- Degree in administration, finance, business or related;
- Work experience of 5 years of professional experience in providing administrative support for project and business operations if preferred;
- Experience in working for with externally funded projects, such as ADB, World Bank, EBRD or other international organizations is preferred;
- Knowledge of advanced (written and oral) level English language proficiency is a must.

For further information please contact on below address:

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