

VACANCY ANNOUNCEMENT

PROJECT COORDINATOR

The Combating Domestic Violence Against Women and Children (Grant 9198-MON) is implemented by the Ministry of Justice and Home Affairs (MOJHA) and administered by Asian Development Bank (ADB) with funding of the Government of Japan. The project aims to deliver three outputs: (i) multi-disciplinary response and livelihood assistance services to domestic violence survivors delivered; (ii) capacity of key officials and staff responsible for protection and rehabilitation services for DV survivors improved; and (iii) behavior of key stakeholders on prevention, reporting and protection of survivors improved. The project impact will be: (i) gender equality in political, legal, economic, social, cultural and family relations substantially achieved; and (ii) social equality through inclusive growth substantially achieved. The project outcome will be the quality of and access to prevention and multi-disciplinary response to DV strengthened. More information about the project can be obtained from <https://www.adb.org/projects/51217-001/main>

The Project Coordinator will be a full-time staff (47 months) of the Project Implementation Unit (PIU) stationed in Ulaanbaatar. The Project Coordinator will provide effective management and coordination of all project activities and its performance under the MOJHA's supervision. The Project Coordinator will report to the Project Director of MOJHA and Project Steering Committee (PSC) on overall project implementation. The Project Coordinator will work closely with the MOJHA, executing agency, three implementing agencies of the project, ADB and other partners involved in the project implementation.

A. Scope of Work

The Project Coordinator will be responsible for coordinating successful implementation of the project through regular monitoring and effective use of reporting mechanisms to ensure timely completion of the project activities.

Tasks. The project coordinator's responsibilities include the following but not limited to:

- (i) responsible for day-to-day coordination and management of all project activities, and report to the MOJHA and ADB;
- (ii) ensure implementation of the project action plans and procurement plans, and report results to the Project Director and the PSC;
- (iii) support the MOJHA in recruiting consultants and contractors, review/monitor the quality of deliverables, and ensure overall coordination among consultants (firms and individual);
- (iv) sign contracts to purchase essential goods and services; ensure stable functioning of the PIU and monitoring its implementation;
- (v) responsible for project accounts, and opening and management of the advance account;
- (vi) responsible for quality assurance, quality planning and quality reviews;
- (vii) monitor and evaluate performance of PIU staff, making recommendations on contract renewals, termination and accountability;
- (viii) perform roles and responsibilities mentioned in the Resolution of Minister of Finance no.196;
- (ix) liaise with the executing and implementing agencies, and ADB;
- (x) ensure that sufficient counterpart funds are included in the relevant draft central and local budget submitted to the Ministry of Finance (MOF);
- (xi) prepare the project quarterly and annual reports to the MOJHA and ADB in a format consistent with ADB's project performance management system;
- (xii) act as a secretariat for the project steering committee;
- (xiii) prepare annual project work plans approved by the MOJHA;
- (xiv) ensure that procurement activities and fund flow arrangements are in accordance with ADB guidelines and government requirements;
- (xv) support selection of two types of small-scale grants for: (i) select survivor women of domestic violence; and (ii) shelters, one-stop service centers and MDTs, and ensure effective timely implementation of the small-scale grant programs at grassroots level through regular on-site monitoring;
- (xvi) assist ADB missions in undertaking reviews by preparing in advance the project implementation status reports.
- (xvii) supervise and coordinate PIU, consultants, contractors, and stakeholder activities to facilitate implementation according to plan, schedule and budget;
- (xviii) coordinate and facilitate public and community relations in coordination with MOJHA and field coordinators;
- (xix) administer contracts including processing of progress certificates, review of request for amendment to contracts, preparation of change orders and nonconformance notices;
- (xx) in coordination with PIU's Finance and Administrative Officer submit to the MOF: (i) the withdrawal applications based on contracts, claims and supporting documents, and (ii) requests for replenishments of advance accounts;
- (xxi) ensure the implementation and practice of appropriate financial accounting and reporting and record keeping systems, compatible with the financial reporting system;
- (xxii) arrange annual audits of project accounts and assure timely submission; and ensure auditors recommendations are implemented and approve proposed action in the event of adverse financial audits or monitoring and evaluations reports;
- (xxiii) in close coordination with PIU staff ensure compliance with social, gender and environment-related grant covenants; and
- (xxiv) prepare a project completion report following ADB guidelines 6 months after the physical project completion.

B. Required Qualifications, Skills, Expertise and Experience

The applicant must possess the following:

- minimum of master's degree in sociology, gender or development studies, human rights, and other relevant disciplines;
- at least 12 years of work experience in relevant fields, including procurement and financial management;
- minimum of 5 years' experience in project management, experience working for projects financed by ADB and other international development agencies will be an advantage;
- minimum of 3 years' experience in gender equity and mainstreaming, gender-based violence, including domestic violence, and/or social protection;
- a solid understanding of project implementation policies and procedures adhered by the Government and ADB;
- in-depth knowledge of the Mongolian legal and policy environment on gender-based violence, domestic violence and/or child protection;
- ability to think strategically and translate ideas into plans and actions;
- efficient multi-tasking abilities and skilled in competing time bound jobs;
- excellent communication, interpersonal and team work skills; and
- strong oral and written Mongolian and English proficiency.

C. Application Submission Procedure

Interested candidates should submit an application consisting of the following documents, prepared in English language:

- Cover letter (maximum two pages) explaining the reasons for applying to the position, describing how the candidate's qualification, skills and work experiences meet the selection criteria
- Curriculum vitae
- Two reference letters from previous employers, and
- Copies of all diplomas and certificates

All documents should be enclosed in a sealed envelope that indicates the applied position, and hand delivered to the below specified person at MOJHA by 16:00 p.m. of 14 January 2019. Please note that the submitted documents will not be returned to the applicants. Only short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee; and (ii) provide proof of work experience and original copies diplomas and certificates at the interview.

FINANCIAL SPECIALIST

The Combating Domestic Violence Against Women and Children (Grant 9198-MON) is implemented by the Ministry of Justice and Home Affairs (MOJHA) and administered by Asian Development Bank (ADB) with funding of the Government of Japan. The project aims to deliver three outputs: (i) multi-disciplinary response and livelihood assistance services to domestic violence survivors delivered; (ii) capacity of key officials and staff responsible for protection and rehabilitation services for DV survivors improved; and (iii) behavior of key stakeholders on prevention, reporting and protection of survivors improved. The project outcome will be the quality of and access to prevention and multi-disciplinary response to DV strengthened. More information about the project can be obtained from <https://www.adb.org/projects/51217-001/main>

The Financial Specialist will be a full-time staff (45 months) of the Project Implementation Unit (PIU) stationed in Ulaanbaatar. The Financial Specialist will report to the project coordinator and work under the guidance of the MOJHA, Ministry of Finance and ADB.

A. Scope of Work

Tasks. The financial specialist's responsibilities include the following but not limited to:

- (i) ensure proper management and disbursement of the project funds following a sound accounting, budgeting, financial control and audit procedures in line with ADB policies and guidelines and acceptable to the Government of Mongolia;
- (ii) coordinate with other specialists and local advisors;
- (iii) set up a financial management system for the project and apply for budgeting, financial planning reporting;
- (iv) disburse service contracts amounts according to rules set by the MOJHA;
- (v) prepare regular budgets in line with projects planned activities;
- (vi) maintain the project bank account(s);
- (vii) maintain proper accounting records and prepare financial statements and reports that provide a true and fair view, and are in compliance with ADB guidelines;
- (viii) prepare regular financial reports and arrange timely financial information for internal audits of internal and external audits;
- (ix) take prompt remedial actions in respect to irregularities detected by the Auditor or the ADB;
- (x) ensure all financial transactions are booked timely and accurately;
- (xi) prepare all requests for payments;
- (xii) prepare withdrawal applications and their supporting documents according to ADB guidelines and government procedures;
- (xiii) maintain accounting books in accordance with ADB and government guidelines;
- (xiv) review invoices and contracts as part of implementation and execution of payments under such contracts;
- (xv) carry out control and filing of all payment documents, invoices, and other financial documents relating to project transactions;
- (xvi) monitor the project expenditures, and supervise quarterly and annual financial reports during the project implementation;
- (xvii) consolidate financial statements and requests for payment by contractors and service providers and assist PIU in the process of approval for payment release;
- (xviii) prepare annual budgets and disbursement projections during project implementation in coordination with MOJHA;
- (xix) provide MOF, MOJHA and ADB with project financial data, and recommendations as required;
- (xx) ensure that all documents, information, and supporting materials are kept in safe custody and are readily made available to the ADB and the auditors;
- (xxi) guide the MOJHA on financial management of the ADB financed project;
- (xxii) ensure compliance with the financial covenants of the project in coordination with the MOJHA;
- (xxiii) regularly review and update as necessary an action plan for financial risk mitigation;
- (xxiv) prepare regular financial reports for ADB and the MOJHA;
- (xxv) support a consulting firm for the economic empowerment program in (i) preparing a guidance note on small-scale grant utilization for the grant recipients; and (ii) conducting a training for the grant recipient women on preparation of the activity and financial report to liquidate the advance;
- (xxvi) train 25 grant recipient entities and MDTs on preparation of the activity and financial reports following the guidance note on small-scale grant utilization for grant recipients; and
- (xxvii) do monitoring on effective implementation of the small-scale grant programs at grassroots level through field visits.

B. Required Qualifications, Skills, Expertise and Experience

The applicant must possess and demonstrate the following:

- minimum of bachelor's degree in accounting, finance, public finance management or related fields;
- at least 7 years of practical experience in project accounting and financial management;
- work experience in financial management with ADB or other international development organizations is desired; and
- excellent English language skills.

C. Application Submission Procedure

Interested candidates should submit an application consisting of the following documents, prepared in English language:

- Cover letter (maximum two pages) explaining the reasons for applying to the position, describing how the candidate's qualification, skills and work experiences meet the selection criteria
- Curriculum vitae
- Two reference letter from the previous employer, and
- Copies of all diplomas and certificates

All documents should be enclosed in a sealed envelope that indicates the applied position, and hand delivered to the below specified person at MOJHA by 16:00 p.m. of 14 January 2019. Please note that the submitted documents will not be returned to the applicants. Only short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee; and (ii) provide proof of work experience and original copies diplomas and certificates at the interview.

PROCUREMENT SPECIALIST

The Combating Domestic Violence Against Women and Children (Grant 9198-MON) is implemented by the Ministry of Justice and Home Affairs (MOJHA) and administered by Asian Development Bank (ADB) with funding of the Government of Japan. The project aims to deliver three outputs: (i) multi-disciplinary response and livelihood assistance services to domestic violence survivors delivered; (ii) capacity of key officials and staff responsible for protection and rehabilitation services for DV survivors improved; and (iii) behavior of key stakeholders on prevention, reporting and protection of survivors improved. The project outcome will be the quality of and access to prevention and multi-disciplinary response to DV strengthened. More information about the project can be obtained from <https://www.adb.org/projects/51217-001/main>

The Procurement Specialist will be a full-time staff (36 months) of the Project Implementation Unit (PIU) stationed in Ulaanbaatar. The Procurement Specialist will report to project coordinator and work under guidance of the MOJHA, Ministry of Finance and ADB.

A. Scope of Work

Tasks. Under supervision of the project coordinator, the procurement specialist's responsibilities include the following but not limited to:

- (i) ensure that the procurement under the project is conducted in accordance with ADB guidelines and the project procurement plan approved by ADB and the government, and its updates;
- (ii) closely coordinate with PIU staff including field coordinators and all consultants;
- (iii) regularly update the procurement plan as required under ADB guidelines and seek approval from the MOJHA;
- (iv) provide assistance to the MOJHA and the evaluation and recruitment committees in organizing procurement and recruitment of consultants to accelerate processes;
- (v) the main assignment of procurement specialist will be in coordination with the MOJHA and ADB to organize the procurement process and prepare documentation, including the invitation for bid, bidding documents, employer's requirement, bid evaluation reports, letters of awards, draft contracts, etc., in the procurement of goods, works, and services including consultancies;
- (vi) provide assistance to the project coordinator and to the tender evaluation committee in the tendering process for the procurement under the project in accordance with procurement guidelines, including (i) preparation and publication of invitation to bid, (ii) coordinate answers to bidder's queries, (iii) evaluation of tenders, and (iv) preparation of bid evaluation reports;
- (vii) assist in addressing and providing answers to bidder queries and in organizing bidder site visits as needed;
- (viii) coordinate with processes of non-objection by the ADB during the procedures of evaluations of tenders and consultant' proposals;
- (ix) liaise with ADB staff as required and submit the items to ADB requiring prior review and documents needing ADB approval;
- (x) make necessary arrangement for contract signatures in consultation with the MOJHA;
- (xi) keep progress of procurement and consultant recruitment activities against procurement timetables, highlight variations in progress, record reasons, and identify remedial actions, if any;
- (xii) assist in selection of small-scale 25 competitive grants for shelters, one-stop service centers, and MDTs nationwide; and
- (xiii) prepare periodic progress report on status of procurement and consultant recruitment as required by the project manager.

B. Required Qualifications, Skills, Expertise and Experience

The applicant must possess the following:

- minimum of bachelor's degree in accounting, finance, public finance management or related fields;
- a minimum of 7 years of professional experience in international and national bidding procedures, procurement procedures, especially preparation of expression of interest, notice inviting tender, request for proposal and bidding document for procurement of consultant services, goods, and works;
- work experience in procurement with ADB or other international development organizations is desired; and
- fluent in English.

C. Application Submission Procedure

Interested candidates should submit an application consisting of the following documents, prepared in English language:

- Cover letter (maximum two pages) explaining the reasons for applying to the position, describing how the candidate's qualification, skills and work experiences meet the selection criteria
- Curriculum vitae
- Two reference letter from the previous employer, and
- Copies of all diplomas and certificates

All documents should be enclosed in a sealed envelope that indicates the applied position, and hand delivered to the below specified person at MOJHA by 16:00 p.m. of 14 January 2019. Please note that the submitted documents will not be returned to the applicants. Only short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee; and (ii) provide proof of work experience and original copies diplomas and certificates at the interview.

Contact Information:

Attn: Ms. Amarbayasgalan, MOJHA Specialist, The Ministry of Justice and Home Affairs of Mongolia
Government Building V, Chingeltei district, Trade street 6/1, Ulaanbaatar city, Mongolia
Tel: 976-51-265125, Fax: 976-51-267533, e-mail: amarbayasgalan@mojha.gov.mn