



## **VACANCY ANNOUNCEMENT**

The Government of Mongolia (GoM) commences the Border Efficiency for Sustainable Trade (BEST) Project with a loan from the Asian Development Bank (ADB). The objective of the Project is to increase Mongolia's trade, promote export diversification as provided in Mongolia's long-term development policy (Vision 2050), enhance resilient and sustainable integration into regional and global value chains – Connecting the Region for Shared and Sustainable Development (CAREC) 2030, and improve operational efficiency, resilience, and safety of the movement of goods and people in Mongolia's cross-border points. The Project Executing Agency (EA) is the National Port Recovery Committee (NPRC) Office and Project Implementing Agencies are the Border Port Administration (BPA) and General Customs Administration (GCA) and as part of the Project the MoF is seeking to recruit **a qualified Contract Management and Project Monitoring Specialist at the Project Implementation Unit (PIU) who will work on an intermittent basis.**

### **Objective of the Assignment**

### **Responsibilities**

- Prepare and managing contracts and services in accordance with ADB's policies.
- Assist in the preparation of various contracts.
- Ensure contract compliance with ADB's policies and procedures.
- Inform internal and external stakeholders of the status of contracts
- Investigate and address contract issues, assist in resolving disputes.
- Supervise contract execution to ensure compliance with regulatory guidelines.
- Monitor the implementation and performance of signed contracts.
- Maintain, update, and improve contractual records. Provides procurement leadership and technical advice and guidance for successful implementation of the three border crossing projects.
- Makes sure the three projects are aligned with overall goals and objectives described in the terms of reference.
- Selects and manages the training of project team members, assigning clear roles and responsibilities, providing effective supervision, and managing performance.
- Ensures project deliver specified results and meet quality expectations.
- Creates and manages project budgets.
- Regularly updates clients, stakeholders, and project team members with reports on the procurement progress and performance of the three border crossing projects.
- Identify and mitigate project risk to avoid delays and cost overruns.

### **Qualifications:**

- Graduate or post-graduate preferably in a relevant subject such as civil engineering.
- A contract specialist with at least 10 years' experience.
- A contract specialist with experience working with the ADB procurement rules and pricing methods.
- Familiar with SMART border crossing technologies.
- Familiar with ADB project reporting requirements.
- Communication skills and presentation skills in English.
- Experience preparing procurement plans and bidding documents.
- Experience in the implementation of Earned Value Management (EVM) based Project Control systems, in accordance with relevant national standards.
- Experience in working on FIDIC administered projects.



**MONGOLIA: BORDER EFFICIENCY FOR SUSTAINABLE TRADE  
PROJECT 55044-002**



- Practical ability to utilize critical project management concepts (e.g., EVM, project planning, risk analysis, configuration management.)
- Computer literate and experienced in Microsoft Office applications.

The Contract Management and Project Monitoring Specialist will be selected pursuant to the applicable GoM and ADB rules, regulations, and procedures.

If you possess the above qualifications, please submit a **cover letter** indicating reasons for considering yourself suitable for the position, detailed **CV** highlighting experience and skills, copy of diplomas or certificates and two reference letters from last two employers no later than ..... **2024 Only shortlisted candidates will be contacted.** Applications and supporting documents under the name of the Contract Management and Project Monitoring Specialist will be submitted to ADB Consultant Management System (CMS) [https://selfservice.adb.org/OA\\_HTML/adb/adbpos/jsp/ADBCMSHomepage.jsp](https://selfservice.adb.org/OA_HTML/adb/adbpos/jsp/ADBCMSHomepage.jsp). Incomplete applications will not be considered. If you need any further details, please feel free to contact us.

**Contact Address:** BEST Project, Rooms 432 and 434, F4, Government Building 13, Builder's Square 4, Khoroo 4, Chingeltei District, Ulaanbaatar 14251, Mongolia. Tel: 976-51262611; E-mail: [narandelger.o@ncpr.gov.mn](mailto:narandelger.o@ncpr.gov.mn).

Доорх холбоосоор дамжуулан холбогдох мэдээллийг илгээнэ үү.

[https://selfservice.adb.org/OA\\_HTML/adb/adbpos/jsp/ADBCMSHomepage.jsp](https://selfservice.adb.org/OA_HTML/adb/adbpos/jsp/ADBCMSHomepage.jsp)