



LOAN NO. 3679-MON: REGIONAL ROAD DEVELOPMENT AND MAINTENANCE PROJECT



VACANCY ANNOUNCEMENT

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing “Regional road development and maintenance project” (RRDM Project). The project Executing Agency (EA) is the Ministry of Road and Transport Development (MRTD). Under the project, the EA is seeking to recruit a qualified **Procurement Specialist for the Project Implementing Unit (PIU) who will be engaged on a full-time basis.**

Objective of the assignment

The position is responsible for planning; coordinating all procurement activities; and providing high level assistance, technical guidance to ensure compliance with ADB's procurement (goods, works, and consulting services) policies and procedures for civil works, construction supervision, and other. The specialist will receive and capacity building and training throughout the project both from the ADB and the PMCBC.

Tasks and responsibilities will include:

- planning, coordinating and providing all procurement activities including establishment of bid evaluation committees;
- working with and assisting the State Property Committee, procurement agency as necessary to ensure all procurement matters are handle as per government regulation, in a timely manner and all ADB requirements are also met;
- updating the draft procurement plan and implementation schedule on a quarterly basis through the project implementation;
- ensuring the EA, PMCBC, and ADB receive regular updates/reports on implementation and procurement status;
- reviewing and finalizing bid documents for design and supervision consultant, Ulaanbaatar-Darkhan and Darkhan-Altanbulag civil works contracts;
- ensuring all necessary approvals are in place in a timely manner;
- advertising and following through of all invitation for bids, bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports,
- implementing and monitoring of the performance-based maintenance contract pilot proposed for Ulaanbaatar-Darkhan;
- preparing contract negotiations with selected bidders and submissions for ADB's review;
- assisting PMCBC staff in preparation of selection, bid documents, and approvals for the Darkhan-Altanbulag contract, and the remaining contracts yet to be determine for output 2;
- for the later contracts: advertising and following through of all invitation for bids, bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports, and
- other procurement activities as they arise throughout project implementation.

Qualifications and experience:

The procurement specialist should hold Bachelor/Master degree in Economic, Finance and Law and other disciplines. At least 8 years of practical experience in Economics, Finance and Law including working in public sectors and international organizations. Proven ability to work in national and international contexts with multidisciplinary teams and institutes. A3 National Certificate of Public Procurement, written English proficiency.

If you possess the above qualifications, please submit a **cover letter** indicating why she/he considers her/himself suitable for the position, detailed public servant **CV** highlighting skills/experience, copy of diplomas or certificates and two reference letters from last two employers no later than **15:00, 16 Oct 2018. Only those successful candidates will be contacted.** The application documents under the name of RRDM/Procurement Specialist shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.



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