

PROJECT COORDINATOR (PC)

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| Project number: | P159215 |
| Project name: | Mongolia Employment Support Project (MESP) |
| Project aim: | To provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. |
| Organization name: | Ministry of Labor and Social Protection |
| Contract duration: | The initial duration of the consultancy service rendered will be 12 months with a probationary period of 3 months . The contract will be extendable on an annual basis subject to satisfactory performance. |
| Closing date: | 17:00 p.m, December 1 st 2017 |

Duties and responsibilities:

The Project Coordinator's duties and responsibilities include, but are not limited to, the following:

- 1) Responsible for overseeing the project implementation, monitoring and reporting.
 - Managing the Project Implementation Unit (PIU) and overseeing of the overall project implementation progress;
 - Coordinating and facilitating all communication between the MLSP, the PSC, the WB and other stakeholders as needed;
 - Ensuring that the timeline for the execution of each component is on track for achieving the Project Development Objectives (PDO);
 - Ensuring that the annual budget and disbursement plans for the project are prepared and approved in a timely matter and planned vs. actual variance analyses are regularly conducted.
 - Regularly updating the Project Director (PD) on the project implementation progress and relevant issues and assisting the PD in making effective and timely decisions;
 - Supporting the PD in facilitating the PSC meetings and regularly and efficiently coordinating the undertaking of follow-up actions recommended by the PSC;
 - Monitoring and supervising the performance of the PIU staff and ensuring the effective delivery of programming and administrative support to the project implementation;
 - Overseeing monitoring of the project implementation progress and ensuring the quality of progress reports and other reports for the MLSP, the PSC and the WB;
 - Leading the organization of implementation support missions, a midterm review, a final review and other missions or reviews and ensuring the timely dissemination of results and implementation of follow-up actions;
 - Preparing project implementation and procurement plans and presenting them review and approval by the PSC and review and no objection by the WB;
 - Overseeing procurement activities and ensuring that goods and services obtained by the project are procured in accordance with the WB guidelines;
 - Communicating the project objectives and achievements to the public, media, policy makers and other stakeholders and effectively promoting the project visibility;
 - Performing any other tasks as reasonably assigned by the Project Director.
- 2) Act as the main technical focal point for the MESP sub-component "Project management and monitoring".
 - Providing support to labor market monitoring activities such as technical audits and data collection efforts including regular tracer studies and satisfaction surveys of beneficiaries;
 - Performing any other tasks as reasonably assigned by the Project Director.

- 3) Overall responsibility for the adherence to environmental and social safeguards policies.
- Guiding and supervising the PIU staff in building awareness if the relevant environmental and social safeguard policies and organizing training events;
 - Overseeing the adherence to environmental and social safeguards policies and guiding the PIU staff in the effective implementation of the project's "Environmental and Social Management Framework";
 - Supporting the relevant government agencies in developing sector-specific environment, health and safety guidelines for sectors that are common among microenterprises;
 - Performing any other tasks as reasonably assigned by the Project Director.

Selection criteria:

Among other criteria, the successful candidate should be holding:

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| Education | A master's degree in labor studies, social protection, project management or a related field. |
| Work experience & skills | <ul style="list-style-type: none">- At least 8 years of directly relevant professional experience;- Knowledge and experience in project management;- Work experience in donor-funded projects would be an advantage. |
| Language skills | High proficiency in spoken and written Mongolian and English. |
| Computer literacy | High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills. |
| Other skills | <ul style="list-style-type: none">- High professional and personal integrity;- Strong leadership skills;- Ability to manage staff and teams;- Excellent communication and interpersonal skills;- Ability to collaborate effectively with diverse stakeholders;- Ability to work both independently and collaboratively in a team;- Organizational skills and the ability to concurrently handle multiple assignments. |

Submission of application:

Please apply along with your detailed curriculum vitae, cover letter and recent passport-size photo to Room #304, the Employment Policy Implementation and Coordination Department of the Ministry of Labor and Social Protection of Mongolia no later than 17:00 p.m, December 1st 2017. The position applied for should be clearly written on the A4 size envelope.

Only short-listed applicants will be contacted for interview.