

## **PROJECT COORDINATOR (PC)**

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 <b>12 months</b> with a probationary period of <b>3 months</b> . The contract will be extendable on an annual basis subject to satisfactory performance.
Closing date:	17:00 p.m, December 1 <sup>st</sup> 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 of 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:

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"><li>- At least 8 years of directly relevant professional experience;</li><li>- Knowledge and experience in project management;</li><li>- Work experience in donor-funded projects would be an advantage.</li></ul>
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"><li>- High professional and personal integrity;</li><li>- Strong leadership skills;</li><li>- Ability to manage staff and teams;</li><li>- Excellent communication and interpersonal skills;</li><li>- Ability to collaborate effectively with diverse stakeholders;</li><li>- Ability to work both independently and collaboratively in a team;</li><li>- Organizational skills and the ability to concurrently handle multiple assignments.</li></ul>

**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 1<sup>st</sup> 2017. The position applied for should be clearly written on the A4 size envelope.

Only short-listed applicants will be contacted for interview.