



BANK OF MONGOLIA
VACANCY NOTICE FOR PROJECT PROCUREMENT OFFICER

Project: Payment system modernization project
Title: Project procurement officer
Duty station: Ulaanbaatar, Mongolia
Duration: 36 months

Background:

The project, financed by the Asian Development Bank (ADB), is implemented by the Bank of Mongolia (BOM). The objective of the Project is to establish a nation-wide full-service payments system that could provide efficient and broader payment services to meet increasing market demand from all sectors. The impact of the Project is increased availability and greater usage of secure, reliable and affordable payment system's services throughout the country, facilitating money flows, liquidity and financial stability.

Objective(s) of the assignment:

The Project procurement officer is responsible for the execution of all procurements to finance from the Project and shall assist the project coordinator and the project director in procurement-related issues.

Scope of work:

- Responsible for the day to day management of procurement related tasks including the preparation of bidding documents and requests for proposal, and execution of the procurement under the project.
- Undertake the project procurement activities covering the pre-award and award phases including:
 - conduct relevant market research for procurements;
 - prepare bidding documents and Request for Proposals for consulting services and announce bids;
 - organize bid evaluation and consultant selection meetings and draft evaluation reports;
 - prepare submissions to ADB at all stages of procurement reports;
- Lead the development of and update the Project Procurement Plan, provide regular updates to the Project Coordinator and Project Director.
- Develop tools for capturing procurement data and identify progress towards the achievement of procurement schedules.
- Participate in project-related meetings in order to ensure timely implementation with a focus on procurement related activities.
- Coordinate with the Project Coordinator and Project procurement officer for regular preparation of Project Management Reports, as part of ADB requirements.
- Coordinate with the BOM and project team in operations across functions:

- Preparation of the Technical Specifications for Goods and Services and Terms of Reference for Consulting Services
- Evaluation of Bids and Consultant Selection
- Assist the Project Coordinator in contract management

Required skill, experience and competencies:

- Minimum of a Bachelor degree in Procurement, Law, Finance, Economics or other relevant field.
- A proficiency certificate from an accredited organization in Procurement would be desirable.
- The procurement manager will have a minimum of 6 years' experience in procurement.
- Excellent command of both verbal and written English and Mongolian.
- Excellent written and verbal communication skills. Ability to interact and communicate appropriately and effectively with senior staff and in a team.
- High literacy in office packages.
- Good team player.
- Demonstrated organizational and analytical abilities and problem-solving approach with good negotiating skills and capacity to balance project objectives and procurement requirements with client needs.
- Possess the highest degrees of ethics, integrity and professionalism that are mandatory for sound public procurement activities.
- Experience in ADB or other international organizations-related projects is desirable.

Deliverables/Reporting requirement:

The project procurement officer will report to the Project Coordinator and the Project Director, as appropriate.

Documents to be submitted:

- Government officer application form (4*3 photo)
- Copies of diploma(s) and certification(s) (notarized)
- A copy of ID card
- Detailed CV highlighted relevant skills/experience
- Recommendation letters of 2 previous employers
- Cover letter

Application deadline:

5 p.m., October 30, 2015

Please submit documents (in Mongolian or English) in a sealed envelope to the address below:

Amgalan Maani
Director General
Payment System and Accounting Department
Bank of Mongolia
Baga toiruu-3, 15160
Ulaanbaatar-46, Mongolia
Tel: 976-11-324340
Email: amgalan@mongolbank.mn

Note:

Due to the volume of applications, Bank of Mongolia will not be able to respond to inquiries about application status and only short-listed candidates will be contacted.