



BANK OF MONGOLIA
VACANCY NOTICE FOR PROJECT COORDINATOR

Project: Payment System Modernization Project
Title: Project Coordinator
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 the increasing market demand. The impact of the project is the increased availability and greater usage of more secure, reliable and affordable payment system services throughout the country, facilitating money flows, liquidity and financial stability.

Objective(s) of the assignment:

The Project Coordinator will provide effective management and coordination on all project related activities and its performance and report to the Project Director and Project Steering committee (PSC) regarding the overall implementation status of the project. The Project Coordinator will work in close collaboration with Project Director, supervise and monitor the activities of the Procurement and Accounting specialists, and with members of the Project Implementation Unit (PIU). Project Coordinator is responsible for coordinating the successful implementation of the project, providing strategic advice, monitoring and management support, ensuring effective use of reporting mechanisms and mobilizing the PIU in timely completion of the project activities.

Scope of work:

- Responsible for the day-to-day coordination of all sub-projects and work packages within the project.
- Responsibility for quality assurance, quality planning and quality reviews.
- Maintenance and update of both soft and hard copies of all project documentation.
- Responsible for definition and maintenance of standards for project.
- Strive to standardize and introduce efficiency in the execution of the project.
- Develop documentation, guidance and metrics on project management and execution.
- Responsible for project accounts, and opening and management the imprest account.
- Manage and monitor the project capital fund.
- Monitor and verify financing from the project sub account.
- Monitor and evaluate the implementation of contract staff. Make proposals regarding contract renewals, terminations and employee incentives and accountability. Report results to the Project Director.
- Sign contracts to purchase essential goods and services. Ensure stable functioning of the PIU and monitoring its implementation.
- Ensure the implementation of project action plans and procurement plans and reporting plan results to the Project Director.

- Execute ongoing inspection processes at the PIU during the project implementation cycle. Report results and status of processes to the Project Director and the PSC.
- Submit obligatory information in a timely manner required from the Ministry of Finance and the project implementing partner.
- Monitor and manage the daily operations of goods and services contractors. Review work assignments and report on processes to the Project Director and the PSC.
- Obtain and evaluate detailed reports of work progress from consultants and contractors.
- Perform other duties as may be assigned.
- Liaise with clients during project closeout report submission and acceptance.

Required skill, experience and competencies:

- Minimum of a Master's Degree in Information Technology, Banking and Finance, or studies related to the tasks of this project.
- Holding internationally recognized Project Management qualifications will be an advantage.
- The Project coordinator will have a minimum of 8 years' experience in banking and finance or banking and information technology areas. Specialization in payment system operations will be an advantage.
- Previous experience as a project manager or project office manager in IT or with payment systems will be an advantage.
- Previous experience in leading functional and technical discussions and consultations with government agencies or banks will be an advantage.
- Excellent command of both oral and written English and Mongolian.

Deliverables/Reporting requirement:

The Project Coordinator, in accordance with agreed schedule, will report to the Project Director and Project Steering Committee

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 indicating her/his interest

Application deadline:

5 p.m., December 18, 2015

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

Mrs.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, BOM will not be able to respond to inquiries about application status and only short-listed candidates will be contacted.