



BANK OF MONGOLIA
VACANCY NOTICE FOR PROJECT SPECIALIST

In charge of Interbank Payments Infrastructure project components for Bank of Mongolia

Project: Payment System Modernization Project
Title: Project Specialist (in charge of Interbank Payments Infrastructure project components for Bank of Mongolia)
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 Specialist has the responsibility to ensure the effective and efficient day to day implementation of Interbank Payments Infrastructure project components under the overall guidance and supervision of the Project Coordinator. The Project Specialist will ensure the functioning of the associated sub-project from beginning to the end including sub-project inception activities, annual and quarterly planning and reporting, and implementation of sub-project activities, reviews and closure.

Scope of work:

- Responsible for the day to day operation and management of Interbank Payments Infrastructure project components.
- Prepare and update his/her responsible sub-project annual and quarterly work plans, and submits to the Project Coordinator for agreement and approval of the BOM.
- Prepare documentation and present progress reports and other inputs required for the project reporting to the Project Coordinator.
- Prepare quarterly work planning and progress reporting meetings with the Project Coordinator, Project Director and associated BOM staffs.
- Responsible for designing, testing, installing and monitoring Interbank Payments Infrastructure project components.
- Work with consultants and the project team working for the project and define functional / technical specifications of project components.
- Cooperate efficiently with consultants, vendors and contractors, and BOM in the area of development and implementation of sub-projects or work packages and monitor the efficient delivery (quality and quantity).

- Cooperate with the end users of the implemented sub-projects and work packages in order to ensure the functions of the implementations.
- Ensure that all agreements with consultants, vendors and other contractors are executed, implemented and delivered accordingly.

Required skill, experience and competencies:

- Minimum of a Bachelor's Degree in Information technology, Payment system and Management information systems or related fields.
- Project management qualification is desired-but not mandatory.
- A minimum of 4 years' experience sound professional experience in the payment systems, information technology and software systems domain.
- Previous experience such as leading functional / technical discussions in payment system domain and leading or working in technical team for payment system development in Central banking environment is an important prerequisite.
- Excellent command of both oral and written English and Mongolian.

Deliverables/Reporting requirement:

The Project Specialist, in accordance with agreed schedule, will report to the Project Coordinator and/or 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 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.