



BANK OF MONGOLIA  
VACANCY NOTICE FOR PROJECT SPECIALIST

In charge of Retail Payments Infrastructure and the Support System project components for National Electronic Transaction Center (NETC)

**Project:** Payment System Modernization Project  
**Title:** Project Specialist (in charge of Retail Payments Infrastructure and the Support System project components for NETC)  
**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 Retail Payments Infrastructure and the Support System 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 Retail Payments Infrastructure and the Support System project component.
- Prepare and update his/her responsible sub-project annual and quarterly work plans, and submits these to the Project Coordinator for agreement and approval.
- Prepare documentation and present progress reports to the Project Coordinator.
- Prepare quarterly work planning and progress reporting meetings with the Project Coordinator, Project Director and associated BOM staff.
- Responsible for designing, testing, installing and monitoring sub-projects or work packages included in the scope of work within the project components.
- Work with local or international short-term consultants working for the project and define functional/technical specifications of Retail Payments Infrastructure and the Support System project component.
- Cooperate efficiently with consultants, vendors and contractors 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](mailto: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.