**EXPORT DEVELOPMENT**

**PROJECT**

**MINISTRY OF FOOD, AGRICULTURE AND LIGHT INDUSTRY**

**VACANCY NOTICE**

 Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit **the qualified national individual** to carry out following duties for the Project Implementation Unit.

**Financial Management Specialist**

Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified **Financial Management Specialist** to ensure day-to-day operation and implementation of project management unit.

**SCOPE OF WORK:**

Specifically, the responsibilities will include the following, but not limited to:

* Be the officer in charge of the EDP PMU and act as the central coordinating point between the World Bank, Ministry of Food, Agriculture and Light Industry, Ministry of Finance, the Project Steering Committee and working groups for all actions related to the Project implementation;
* Conclude contracts with all staff of PIU; determine and allocate their duties and responsibilities in accordance with the TOR’s approved by the World Bank instruct, manage and evaluate their performances; and provide leadership support to PIU staff;
* Assist the Project Director in the implementation of projects;
* Coordinate the preparation of the Annual Work Plans, budgets and procurement plans for all the components of the Project; ensue their timely submission for the World Bank approval;
* Develop and regularly update a detailed project implementation plan for the project with detailed budget in consultation with the MOFALI and WB;
* Open and manage project accounts and ensure proper utilization of the project funds and appropriate accounting and reporting;
* Coordinate and facilitate all communications with the Bank and other implementing agencies;
* Ensure that critical timeline for each component execution is on track and monitor Project development objectives;
* Monitor and supervise the daily activities of the PMU personnel to ensure that administrative duties are performed efficiently, effectively and ethically;
* Conduct regularly meetings with all PMU staff involved in the Project to discuss progress and action plans, and regularly update the Project Director;
* Responsible for ensuring that projects’ financing is used for the purposes intended;
* Ensure adequate and timely records are kept for all transactions: financial and qualitative;
* Responsible for preparing progress and financial reports and other project-related documents per Project Implementation Manual (PIM), in close consultation with the MOFALI and the Bank team; and ensure their timely submission to the Bank.
* Prepare and distribute within 30 days of the end of each quarter the financial management report (FMR) for the respective component of the EDP in accordance with the requirements of the International Development Agency (IDA);
* Monitor and identify potential gaps and/or obstacles that may compromise the success of Project implementation, troubleshoot and present appropriate strategies to overcome barriers and improve overall project effectiveness and outcomes;
* Monitor implementation progress of the Project and compile additional progress reporting as specified in the PIM.
* Ensure the establishment of project management systems that support compliance with legal obligations, recording/filing and reporting responsibilities, and effective delivery of project deliverables. The systems should facilitate program review, mid-term reviews and project end-line evaluation;
* Facilitate procurement processes, in compliance with Government and World Bank guidelines, to ensure Project execution, in particular, provide technical inputs to terms of reference and during the procurement process. Lead key activities to ensure design and policies introduced under the Project are best practice;
* Disseminate information on the EDP for the public and the media;
* Such other tasks as may be assigned and/ or delegated by the Project Director.

**CONSULTANT’S QUALIFICATIONS/ SELECTION CRITERIA**

* Graduate degree in business, social sciences, or relevant field, and at least five years of work experience in project management and business is a prerequisite, or Undergraduate Degree with minimum of ten years of professional experience in relevant fields;
* Experience on working with/for donor projects, especially World Bank projects, is highly desirable;
* Technical and operational background in business development, marketing and/or value-chain development is an advantage;
* Demonstrated ability to systematically document processes, achievements and lessons learned;
* Outstanding verbal, interpersonal, and written communication skills;
* Strong time management and organizational skills;
* Demonstrated ability to work well independently and in a team;
* Demonstrated ability to successfully manage multiple competing priorities;
* Ability to read, write and speak fluent English is mandatory;
* Demonstrate problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals.

**CONTRACT DURATION:** The consultancy work is expected to commence in March, 2021. Contract will be for a period of 12 months.

The above consultants will be selected in accordance with *the World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers, January 2011 (Revised July 2014).* If you possess the above qualifications, please submit following documents:

**1. Cover letter indicating why you consider yourself suitable for the position,**

**2. Detailed CV highlighting relevant skills/experience,**

**3. Copy of diplomas or certificates and,**

**4.** **2 reference letters from last two employers in a sealed envelope to the below address, no later than March 22, 2021, 17:30 hours.**

**Incomplete applications would not be considered and ONLY short-listed candidates may be contacted.** The submitted documents will not be returned to the applicants.

**Contact address:**

**Attn:** Ms. Mandukhai U.

Floor 6, Room 605, the Ministry of Food, Agriculture and Light Industry

Government Building 9a, Enkhtaivan Avenue 16a, Ulaanbaatar-13381, Mongolia, Phone: 261908.

mandukhai@mofa.gov.mn; khulan.edp@gmail.com, procurement@edp.mn