

## VACANCY ANNOUNCEMENT

**Project number:** P173799

**Project name:** Mongolia COVID-19 Emergency Response Project financed by the World Bank

**Implementing organization:** Ministry of Health

**Position:** Procurement Specialist

The Ministry of Health is announcing a vacancy of the Procurement Specialist for the Mongolia COVID-19 Emergency Response Project financed by the World Bank International Development Association and implemented by the Ministry of Health.

### RESPONSIBILITIES

The objective of this position is to manage and undertake all aspects of the project procurement activities in accordance with the World Bank procurement procedure and ensure implementation of activities:

1. Carry out the market survey of price and technical specifications in relation to procurement, prepare performance reports;
2. Prepare procurement plan of the Project, apply necessary changes, acquire approvals of relevant authorities in a timely manner and implement such plans;
3. Work towards enhancing the information system of the project procurement;
4. Effectively undertake project procurement;
5. Participate in other project activities as a team member.

### REQUIREMENTS

- University degree in law, engineering, finance, economics or related field, master degree is an advantage;
- Professional experience of at least 10 years;
- At least 5 years of direct relevant experience in procurement and supply;
- Have an experience in procuring medical equipment and devices is an advantage;
- Ability to manage procurement process;
- Ability to develop business and financial plans, ensure implementation;
- Have project management knowledge;
- Extensive computer skills;
- Analytic skills;
- Ability to develop documents;
- Have an advanced level of English (supported by certificates or other relevant documents).

### APPLICATION

Interested individuals are requested to prepare the following documents and submit the application in person to below indicated address no later than 14:00 hours of 14 August 2020:

- 1) Public servant's form (Form No.1);
- 2) Curriculum vitae (CV) in English and Mongolian accompanied by a photo taken within last 6 months;
- 3) Notarized copies of diploma and certificates to prove education, specialization and knowledge;
- 4) Notarized copy of the citizen ID;
- 5) Notarized copy of the first page and other relevant pages with employment history of the Labor and Social Security book;
- 6) Two references from previous employers;
- 7) Cover letter expressing your interest in the position with statement of the skills and abilities.

Mongolia COVID-19 Emergency Response Project, Ministry of Health  
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Sukhbaatar District, Khoroo 1  
Phone: 70115489

Submitted documents shall not be returned. Only shortlisted individuals will be notified.