

VACANCY ANNOUNCEMENT PROCUREMENT SPECIALIST

Project number: P173799, P131290

Project name: Mongolia COVID-19 Emergency Response and Health System Preparedness Project, E-Health Project

Implementing organization: Ministry of Health

Financer: World Bank International Development Association

The Ministry of Health is announcing a vacancy of the Procurement Specialist for the Integrated Project Implementation Unit (IPIU) of the above Projects.

RESPONSIBILITIES

Purpose of the position:

The purpose of this position is to manage and undertake all aspects of procurement activities planned under the Project in accordance with the laws and regulations of Mongolia and the World Bank, and ensure implementation of activities.

Main goals of the position:

1. Carry out 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.

Objective 1. Conduct market price analysis and technical studies, prepare implementation data and reports:

1.1 Undertake procurement of the Project in accordance with the laws and regulations of Mongolia and the World Bank.

1.2 Participate in drafting of terms of reference, technical specifications, and contract negotiations.

1.3 Based on the Financing Agreement, provide assistance as needed to Project Implementation Unit (PIU) staff and evaluation committee/working groups in drafting Terms of Reference, Bidding Documents, Requests for Proposals, defining technical specifications, and negotiating contracts, submitting such documents to the World Bank (Bank) for review and acceptance.

1.4 Be responsible for updating procurement-related information in transparency account of the Project within specified time.

1.4(a) Annual procurement plan and related reports and information.

1.4(b) General tender information on investment and operating expenses in accordance with Clauses 8, 9 of the Mongolian Law on regulating public and personal interests in public service and prevention of conflict of interest.

1.5 Update necessary information in government management information system of loans and credit projects in odamis.gov.mn

1.6 Enter all procurement actions taken in the World Bank's STEP (Systematic tracking of exchanges in procurement), obtain the relevant approval from the World Bank through the system and ensure the principle of bidding transparency and issue contract awards.

1.7 Enter procurement reports and contract awards in the World Bank Client Connection system.

Objective 2: Prepare procurement plan of the Project, apply necessary changes, acquire approvals of relevant authorities in a timely manner and implement such plans:

2.1 In accordance with the Financing Agreement, develop, analyze, improve and maintain the project procurement plan, submit it to the World Bank for approval, and perform the work with the PIU on a regular basis and at the time required by the WB.

2.2 Prepare general procurement notice and update as needed

2.3 Prepare procurement related quarterly reports.

Objective 3. Work towards enhancing the information system of the project procurement:

3.1 In cooperation with PIU, work effectively on enhancing procurement system, hire consulting services if needed.

3.2 Develop database of quotations, bids and proposals submitted by consisting companies and suppliers, prepare shortlist of qualified suppliers.

Objective 4. Effectively organize the Project procurement:

4.1 Cooperate with the technical/working groups established for development of technical specifications and lists of equipment (medical equipment, devices and medicines, information technology equipment, furniture, etc.) by Project components, sub-components and procurement method to be procured within the Project.

4.2 Based on the World Bank recommendation, cooperate with the Procurement Department of the Government Property Policy and Coordination Agency on procurement matters, obtain relevant guidance.

4.3 Notify the successful company in timely fashion, draw up contracts for approval and signature by those individuals authorized to sign on behalf of the MOH, ensuring submission to the Bank of draft contracts requiring prior review and no-objection

4.4 Facilitate the process for customs clearance, distribution, installation and other procurement activities in relation to the goods imported within the Financing Agreement.

4.5 Ensure payments for goods, works and services received within the Financing Agreement are processed once contract conditions fully met.

4.6 Maintain regular communication with PIU staff to ensure that procurement tracking information is well-coordinated with other project planning, budgeting and other financial reporting information.

4.7 Ensure the World Bank's regulation on Prevention of Corruption complied in all activities implemented under the Financing Agreement.

Objective 5. Participate in other project activities as a team member:

5.1 Provide assistance in preparing project implementation plan, submitting such documents to related authorities for review and approval.

5.2 Monitor PIU internal correspondence flow, apply rules and regulations relevant to document and filing.

5.3 Participate effectively in internal activities within PIU to monitor and audit project implementation progress, provide relevant inputs.

REQUIREMENTS

- Bachelor or higher degree (Master degree shall be an advantage).
- University degree in finance, economics, business administration.

- Professional experience of at least 10 years.
- At least 5 years of experience in procurement and supply.
- Successful participation in procurement training organized by the Ministry of Finance and Government Property Policy and Coordination Agency (A3 certificates).
- Have at least 5 years of experience of working in projects and programs.
- Have an experience or procuring medical equipment and devices.
- Skills Ability to manage procurement process; Ability to develop business and financial plans; ensure implementation; Have project management knowledge.
- Other skills: Extensive computer skills; Analytic skills; Ability to develop documents.
- Specific requirement: Advanced level of English (supported by certificates or other relevant documents).

HOW TO APPLY

Interested individuals are requested to prepare the following documents and submit the application to below email address no later than 16:00 hours of 20 January 2022:

1. Curriculum vitae (CV) in English and Mongolian languages.
2. Copies of diploma and certificates to prove education, specialization and knowledge.
3. At least 2 reference letters to prove the required skills and on successful completion of similar scope and nature assignments from previous clients.
4. Cover letter expressing your interest in the position with statement of the skills and abilities.

Integrated Project Implementation Unit, COVID-19 Emergency
Response and Health System Preparedness Project, E-Health Project
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Submitted documents shall not be returned. Only shortlisted individuals will be contacted.