

VACANCY ANNOUNCEMENT

Project number: P173799

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

Implementing organization: Ministry of Health

Position: Contract Management Specialist

The Ministry of Health is announcing a vacancy of the Contract Management 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 all aspects of the project procurement activities in accordance with the World Bank Procurement Regulations for IPF Borrowers and ensure implementation of project activities. Develop environmental and occupational health and safety framework action plan and relevant supporting documents:

1. Oversee all contract correspondence of the Project are made in compliance with the relevant World Bank and the applicable contract agreements, stipulations, documents and international standards, in timely manner.
2. Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement, World Bank Procurement Regulations and all other applicable regulations.
3. Provide assistance in managing the contract procedures and acquiring necessary approvals from relevant authorities in a timely manner.
4. Participate in other project activities as a team member.

REQUIREMENTS

- University degree in law, business administration, purchasing, supply or related field; Master degree will be an advantage
- Professional experience of at least 5 years,
- At least 3 years of direct relevant experience in procurement and contract management field,
- Demonstrated experience in procurement of goods, works & services in the health sector, which will be an advantage, but not a reason for disqualification if not available
- Ability to review legal aspects of contracts and agreements,
- Ability to manage and monitor procurement process,
- Ability to develop project implementation plans, conduct monitoring and ensure implementation,
- 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 27 May 2021:

- 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.

SELECTION PROCESS:

1. Review of application
2. Written test
3. Oral interview

ADDRESS REFERED TO ABOVE IS:

Project implementation unit

Mongolia COVID-19 Emergency Response Project, Ministry of Health

Government building-8, Olympic Street-2, Ulaanbaatar-210648, Mongolia

Phone: 77077793

E-mail address: bayartogtokh@ehp.mn

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