ХУУЛЬ ЗҮЙ, ДОТООД ХЭРГИЙН ЯАМ

Japan Fund for Poverty Reduction

From the People of Japan

VACANCY ANNOUNCEMENT
FIELD COORDINATOR FOR UVS AIMAG
Re-Advertisement

The Combating Domestic Violence Against Women and Children (Grant 9198-MON) is implemented by the Ministry of Justice and Home Affairs (MOJHA) and administered by Asian Development Bank (ADB) with funding of the Government of Japan. The project aims to deliver three outputs: (i) multi-disciplinary response and livelihood assistance services to domestic violence survivors delivered; (ii) capacity of key officials and staff responsible for protection and rehabilitation services for domestic violence survivors improved; and (iii) behavior of key stakeholders on prevention, reporting and protection of survivors improved. The project outcome will be the quality of and access to prevention and multi-disciplinary response to domestic violence strengthened. More information about the project can be obtained from https://www.adb.org/projects/51217-001/main

The project will be implemented in Uvs, Sukhbaatar and Selenge *aimags,* and two districts of Nalaikh and Songinokhairkhan districts of Ulaanbaatar city. One field coordinator for Uvs aimag will be based at the respective in each aimag. The field coordinator of Uvs aimag is a full-time position for 28 person-months to be based in Uvs aimag.

Scope of Work

The project field coordinator, who will work under supervision of PIU coordinator, will be responsible for management and monitoring of implementation of the project activities at *aimag* level.

Tasks

The project field coordinators' responsibilities include the following, but not limited to:

(i) prepare quarterly and annual reports to the *aimag* authorities and to the project coordinator in line with the project in a format consistent with ADB's project performance management system;
(ii) act as a secretary for the project sub-steering committee;
(iii) coordinate and monitor the implementation of all project activities at *aimag* and district levels including civil work, trainings, assessments and data collection, and report to the project coordinator;
(iv) support the project coordinator in monitoring the quality of all project activities carried out at respective project sites;
(v) prepare annual project work plans for approval by the project coordinator;
(vi) assist in implementation of the women's economic empowerment program, including selection of the grant recipient women survivors of domestic violence;
(vii) assist in selecting small-scale grant proposals for shelters, one-stop-service centers and multi-disciplinary teams on competitive basis;
(viii) conduct regular on-site monitoring on effective and timely implementation of the small-scale grant programs at grassroots level; and
(ix) other project-related tasks assigned by the PIU coordinator.

Required Qualifications, Skills and Experience

The applicant must possess the following:

- have a bachelor's degree in social sciences, education, and law
- at least 5 years of demonstrated experience at state organizations
- experience in working in the areas of domestic violence or child protection is an advantage.
- skills for overseeing civil work are desirable.
- excellent Mongolian writing and communication skills

- intermediate English language skills is an advantage.

Application Submission Procedure

Interested candidates should submit an application consisting of the following documents, prepared in Mongolian and English language:

- Cover letter (maximum two pages) explaining the reasons for applying to the position, describing how the candidate's qualification, skills and work experiences meet the selection criteria
- Curriculum vitae
- One reference letter from the previous employer, and
- Copies of all diplomas and certificates

All documents should be enclosed in a sealed envelope that indicates the applied position, and hand delivered to the below specified person **by 17:00 p.m. of February 05, 2021.** Please note that the submitted documents will not be returned to the applicants. Only short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee; and (ii) provide proof of work experience and original copies diplomas and certificates at the interview.

Contact information:

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