**JOB DESCRIPTION**

1. **INTRODUCTION**

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| 1. Contract number: MON-16 | 1. Project implementer   Ministry of Justice and Home Affairs |
| 1. Project name:   “Modernization of National Central Archives in Mongolia” | * 1. Vacancy: 1   Construction Engineer |
| 1. Title of position holder having direct supervision over the position:   Project Coordinator | |

1. **ROLES**

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| 1. Purpose of the position: | Construction Engineer shall work under the supervision of Project Coordinator, organize and monitor implementation of maintenance and installation works to be conducted under the project. | | | |
| 1. Main objectives of the position: | Perform roles related to renovating infrastructures of electricity, heat, water supply, air conditioning and fire safety and roles related to maintenance services of the construction | | | |
| 1. Main roles of the position: | | Duration, schedule | Performance indicator | |
| Job responsibilities related to the 1st objective: | | | | |
| * 1. To draft construction plan/blueprint, technical specifications, cost estimation and control plans and monitor implementation thereof;   2. To monitor implementation of maintenance services plan/blueprint based on the technical specifications;   3. To conduct preparation works related to infrastructure construction, collect technical specifications documents and other documents, to draft task instructions;   4. To draft and submit for approval the budget and plan related to having infrastructure plan/blueprint produced, arrange implementation thereof, monitor the performance and assess the results;   5. To organize works related to acceptance of the plan/blueprint and conduct risk assessment during the implementation;   6. To conduct preliminary estimation of infrastructure necessities and determine the capacity, to draft preliminary drawings of engineering networks and lines, to produce preliminary estimate of funds required to construct the infrastructures;   7. To communicate with stakeholders and partners related to infrastructure construction, study international practices and draft proposals on implementing good practice; | | During the term of project implementation | Implementation percentage, quality | |
| Job responsibilities related to the 2nd objective: | | | | |
| * 1. To provide engineers and officers in charge of installations of the project construction with professional and methodological management and monitor their performance;   2. To draft licenses and technical specifications required for construction of project construction and infrastructure;   3. To submit to relevant authorities the documents related to required licenses and technical specifications and ensure implementation thereof; | | During the term of project implementation | | Implementation percentage, quality |
| Explanation: Duration and schedule of works shall be defined by the annual operation plan. | | | | |

1. **REQUIREMENTS**

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| 1. Requirements for the position | 1.1 General requirements | Indication | Critical requirement | Necessary |
| Education | Bachelor’s degree and higher |  |
| Profession | Bachelor’s degree or higher degree in the field of Construction Engineering and other relevant fields |  |
| Experience | * No less than 3 years of work experience as an architect and in the field of architecture, construction installation and engineering; * Similar work experience in international organizations |  |
| Skills | Project planning, implementation, assessment and monitoring skills;   * Problem solving and discussion skills; * Strong communication skills; * Team work skills; * High level of written (formal documentation) and spoken English and Mongolian language skills |  |
| 1.2 Special requirements: | Knowledge of legislation on archives and formal documentation, knowledge of legal documents and standards; ability to maintain formal documentation and document drafting skills | | |