**JOB DESCRIPTION**

1. **INTRODUCTION**

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

1. **ROLES**

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| 1. Purpose of the position: | Procurement Specialist shall work under the supervision of Project Coordinator, and organize and monitor implementation of procurement activities of the project. | | |
| 1. Main objectives of the position: | Plan, organize and report project procurement activities in accordance with the state procurement policy and applicable legislation and report the results thereof | | |
| 1. Main roles of the position: | | Duration, schedule | Performance indicator |
| Job responsibilities related to the 1st objective: | | | |
| * 1. To manage and be responsible for all procurement activities, to work in accordance with Mongolian and international rules and procedures on the basis of consultations with contractor and implementer organizations; | | During the term of project implementation | Implementation percentage, quality |
| * 1. To produce the project procurement plan and amendments thereto, progress and performance reports in a timely manner | |
| * 1. To plan and organize activities related to procurement in accordance with procurement plan | |
| * 1. To work in close coordination with project coordinator and members of the consulting team and project implementation unit | |
| * 1. To produce project procurement plan and plan on organizing procurement activities, to update and have the same approved | |
| * 1. In the event procurement plan of the given year is to be amended, to present relevant explanations and grounds to the Governing Council of the Project for resolution | |
| * 1. To place the procurement plan and amendments thereto to the unified website of glass account and other required systems | |
| * 1. To conduct researches on whether budget/cost estimates of the subprojects reflected on the procurement plan are conducted in accordance with the norms and standards effective in Mongolia | |
| * 1. To organize activities related to purchasing products and services to be supplied in relation to the project, to establish agreements with the selected bidder, monitor and ensure implementation of the agreements | |
| 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 economics, accounting, finance, governance finance and other relevant fields |  |
| Experience | * No less than 3 years of work experience in the field of international and Mongolian tender procedures, procurement procedures, consulting services or preparation of procurement and tender related documents; * A3 certification which certifies specialty in procurement; * Work experience in the field of procurement on internationally funded projects. |  |
| 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; | | |