**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   Software 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: | Ensure the compliance of information systems and software to be implemented in relation to the project with applicable laws and legal documents and resolve in a manner convenient and friendly to users | | | |
| 1. Main objectives of the position: | 1. To receive instructions and researches on required equipment from the Project Consultant and review and revise the same, submit the same for approval in a manner satisfactory to the project implementation unit  2. To work in the tender evaluation committee and evaluate tender documents  3. To monitor the development process and contract conclusion process, test with the project implementation unit and accept. | | | |
| 1. Main roles of the position: | | Duration, schedule | Performance indicator | |
| Job responsibilities related to the 1st objective: | | | | |
| * 1. To conduct researches on application, legal environment and current circumstances of the information systems and software to be implemented in relation to the project;   2. To propose modern and advanced IT solutions;   3. To finalize policy instructions and technical specifications on the basis of consultations with development team of the project implementation unit | | During the term of project implementation | Policy instruction shall be drafted on the basis of instructions from the project consultant and project implementation unit and submitted for approval. | |
| Job responsibilities related to the 2nd objective: | | | | |
| * 1. To work in the tender evaluation committee and evaluate tender documents;   2. To participate in all stages of the tender process. | | During the term of project implementation | | Contractor that is compliant with the policy instructions and technical specifications must be selected. |
| Job responsibilities related to the 3rd objective: | | | | |
| * 1. To monitor whether the contractor’s development is being conducted in compliance with the policy instructions;   2. Test with the project implementation unit and ensure that modifications are made, and receive the performance;   3. To participate in evaluation of tender contracts; | | During the term of project implementation | | Development must be undertaken in accordance with the policy instructions and performance must be received. |
| 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 software and other relevant fields | Specialty in the field of archives, formal documentation, mathematics and statistics, information and communication technology |
| Experience | * No less than 3 years of work experience in the field of software and information systems; * Experience in developing software of archives and formal documentation |  |
| Skills | * Complete knowledge/capacity to independently develop information systems and software; * Ability to act as an administrator of systems and database; * Skills to conduct researches and analyses; * Problem solving and discussion skills; * Strong communication skills; * Team work skills; * Ability to foresee results and impacts and analytical 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; | | |