**JOB DESCRIPTION**

1. **INTRODUCTION**

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| 1. Contract number: MOH-16, No: 59
 | 1. Project implementer

Ministry of Justice and Home Affairs  |
| 1. Project name:

“Modernization of National Central Archives in Mongolia” | * 1. Vacancy: 1

Technical Employee  |
| 1. Title of position holder having direct supervision over the position:

Project Coordinator  |

1. **ROLES**

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| 1. Purpose of the position:
 | Assistant Employee shall work under the supervision of Project Coordinator, organize day-to-day operations and organize works within his/her role to ensure implementation of given tasks and be responsible for the performance before the Project Coordinator.  |
| 1. Main objectives of the position:
 | 1. To organize the internal day-to-day activities of the project team
2. To maintain project team documents in accordance with archival and formal documentation standards and procedures
3. To ensure and report implementation of tasks given by the management in a timely manner, participate in public events and ensure effective time management
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| 1. Main roles of the position:
 | Duration, schedule | Performance indicator  |
| Job responsibilities related to the 1st objective:  |
| * 1. To organize day-to-day operations of the project team in accordance with relevant plans;
	2. To clarify the times and dates of the project team meetings and conferences, to organize and document the meetings;
	3. To provide the project team members with information;
 | During the term of project implementation | Performance percentage, quality |
| Job responsibilities related to the 2nd objective: |
| * 1. To receive, record and present the documents sent to the project team and monitor responses thereto;
	2. To review compliance of draft documents of the project team with “Documents Standard 5140-2021”, “General Procedures on Maintaining Formal Documentation” and ensure that relevant changes are made by the project team members;
	3. To organize the documents produced during the project operations in accordance with “General Procedures on Organizational Archival Operations”, to create archival storage unit and transfer the same to the state archives;
 | During the term of project implementation | Performance percentage, quality |
| Job responsibilities related to the 3rd objective:  |
| * 1. To ensure performance of the project in accordance with the plan and report the performance;
	2. To undertake tasks given by the management;
	3. To create files with the documents produced during the project and receive and submit the files to respective officer on the basis of certifying documents;
	4. To fill in project team member with similar roles (on holiday, sick leave or absence) temporarily, if necessary
 | During the term of project implementation | Performance percentage, quality |
| Explanation: Duration and schedule of works shall be defined by the annual operation plan.  |
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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 archival research, law, international relations and other relevant fields  |  |
| Experience | * No less than 5 years of work experience in the field of international relations;
* Similar work experience in international organizations
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| Skills | * Specialized in archival research and law;
* Problem solving and discussion skills;
* Strong communication skills;
* Team work skills;
* High level of written (formal documentation) and spoken English and Mongolian language skills
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| 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;  |