**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   Technical Supply 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: | Provide high quality and productivity technical facilities and equipment in accordance with the requirements of the project implementing unit. | | |
| 1. Main objectives of the position: | 1. Have the list of productivity machineries and equipment required under the project prepared by the project consultant, monitored and reworked, and finalized in accordance with the requirements of the project implementing unit. 2. Work in the procurement evaluation committee and evaluate the procurement documents. 3. Supervise contract evaluation, monitor installation and operation, and receive. | | |
| 1. Main roles of the position: | Duration, schedule | Performance indicator | |
| Job responsibilities related to the 1st objective: | | | |
| * 1. To study the scope of work to be implemented under the project, the legal environment, and the current situation.   2. Receive and inspect a list of technical facilities and equipment from the project consultant and develop a modern and advanced information technology solutions. | During the term of project implementation | The list will be developed and approved based on the requirements of the project consultant and the project implementing unit. | |
| Job responsibilities related to the 2nd objective: | |  | |
| 1. Work in the procurement evaluation committee and evaluate the tender documents. 2. Participate in all stages of the procurement. | During the term of project implementation | | Equipment and technical facilities that met the technical requirements shall be supplied. |
| Job responsibilities related to the 2nd objective: | | | |
| 1. Monitor the supplier's inventory is on schedule; 2. Participate in installation, operation and training activities in cooperation with the project implementing unit; 3. Participate in evaluation of the procurement contract. | During the term of project implementation | | Started the use of technical facilities and equipment. |
| Explanation: Duration and schedule of works shall be defined under the annual operation plan. | | | |

**C.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 Network Engineering and Software Engineering;  -Certification in the field of information security | Specialized in archiving, official record keeping , mathematical statistics, information and communication technology. |
| Experience | Experience of no less than three years as information technology;  Experience of no less than three years as network engineering and supporting devices | At least two years of experiences in CCTV and signaling, monitoring;  At least two years of professional experience in an Archival organization. |
| Skills | * Кnowledge of communication and information technology equipment * Ability to administer system and database * Кnowledge of research; * Problem solving and discussion skills; * High level of communication skills; * Team work skills; * Ability to anticipate and evaluate results and effects * Written (formal documentation) English and Mongolian language skills |  |
|  | 1.2 Special requirements | Knowledge of legislation on archives and official record keeping and legal documents and standards; ability to keep official records and document drafting skills | |  |