**VACANCY ANNOUNCEMENT**

The Government of Mongolia with support from the Asian Development Bank (ADB) has been implementing “Regional Improvement of Border Services-Additional Financing Project” (RIBS Project). The RIBS Project’s objective is to increase trade and competitiveness through reduced cost and time of compliance with trade procedures. The Executing agency is the Ministry of Finance and the Implementing agency is the Customs General Administration. Under the project, the Ministry of Finance is seeking to recruit a qualified **Infrastructure Specialist for the Project Implementing Unit (PIU) who will be engaged on a full time basis.**

**Objective of the assignment**

The specialist will be engaged on an individual basis to be responsible for timely implementation of all construction-related activities of Project in accordance with the ADB Guidelines, under the direct guidance of the PIU Project Coordinator. He/she will ensure adherence to ADB and MOF applicable procedures and guidelines and the Loan Agreement.

Tasks and responsibilities will include:

* Develop technical specification of works and goods, prepare bills of quantities, cost estimates and budget in consultation with relevant officials;
* Review all project relevant engineering designs, drawings, technical specifications and cost estimations and assist in preparation of documents to be input into the bidding documents and request for proposals and in bid/proposal evaluations;
* Develop and update implementation plan for construction of BCP facilities;
* Provide guidance and recommendation to the consulting firms that carry out supervision of the construction activity of the contractors in accordance with contract-stipulated terms;
* Coordinate closely with contractors and advise in advance of possible delays and recommend measures to avoid slippage;
* Ensure the construction of the Project minimizes impacts on the environment, local communities and BCP employees and users and is implemented in line with the specified project documents and social and environmental conditions of contract;
* Provide advice and recommend measures to Project Managers appointed for the BCP construction works to avoid slippage;
* Ensure timely acceptance and review of regular progress report of the construction works prepared and submitted by the contractors, and incorporate any environmental or social issues or grievances should they arise;
* Ensure the implementation of the Grievance Redress Mechanism in line with the specified environmental conditions of contract;
* Advise and assist in performance testing of completed sections and final hand-over of infrastructure provided under the Project;
* Build effective working relationships with the PIU, IA, the aimag and soum governments, consultants and other stakeholders and provide professional assistance;
* Ensure coordination between and within relevant government departments and with the ADB and other stakeholders;
* Conduct such other tasks as may be required to ensure effective completion of the project works.

Qualifications and experience:

* Holds bachelor’s degree in civil engineering or relevant field;
* Holds professional qualification/certification in civil engineering;
* A minimum of 6 years’ professional experience and with related experience of 3 years in supervision of construction and infrastructure works,
* Experience in working for ADB/other development agencies funded projects;
* Experience of working as quantity surveyor at least one year would be an advantage;
* High standards of professional and work ethics;
* Strong analytical and communication skill;
* Good team player; and
* Good knowledge of English language.

The Specialist will be selected in accordance with the relevant regulations of the Government of Mongolia and the Asian Development Bank.

If you possess the above qualifications, please submit a ***cover letter*** indicating reasons for considering yourself suitable for the position, detailed ***CV*** highlighting skills/experience, copy of diplomas or certificates and two reference letters from last two employers no later than**16:00 PM, 09 March 2020.** **Only those successful candidates will be contacted.** The application documents under the name of RIBS shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

**Contact address:**  Regional Improvement of Border Services Project, Bodi Tsamkhag LLC Building, 10th Floor, Room#1004, Chingeltei District, Ulaanbaatar 15160, Mongolia, Telephone: 976-75553387; E-mail address: procurement.ribs@gmail.com