**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 **Driver for the Project Implementing Unit (PIU) who will be engaged on a full time basis.**

**Objective of the assignment**

The driver will be engaged on an individual basis to be responsible for providing assistance to PIU and support day-to-day project activities especially site inspections and attending meetings, under the guidance of the Project Coordinator. He/she will ensure adherence to ADB and MOF applicable procedures and guidelines and the Loan Agreement.

Tasks and responsibilities will include:

* Provides safe and secure driving of the PIU personnel and official guests to their specified destinations in an official PIU vehicle;
* Implements sound internal controls by maintaining accurate records of time in/out, trip mileage, gasoline and oil purchase and usage, and routine repair schedules in respective logbooks of the vehicle;
* Maintains the PIU vehicle in a clean and good operating condition through daily routine and periodic maintenance, promptly reports to supervisor the defects found and takes the lead towards fixing or repairing the defects, takes care of timely laundering of seat covers of the assigned vehicle;
* Handles in a timely and professional manner the tasks of mail distribution, collection and delivery of urgent documents/other items for dispatch, accurate recording of delivered mail, packaging, unpacking and checking of mail received at the PIU;
* Prepares travel related documentation, travel schedules and expenses including payables and budget needed.
* Make logistical arrangements for PIU, consultants and guests coming for project activities.
* Assists in physical inventory check-up, requisitioning of standard office goods and suppliers;
* Assists in any other duties as may be required, such as photocopying, filing, disposal of waste papers, binding materials and any other office administration and logistics related tasks.

Qualifications and experience:

* Should have a professional driver’s license;
* A minimum of 10 years professional driving experience;
* Advanced knowledge of transportation, traffic regulations and security standards;
* Ability to maintain good working relationships with all team members and official guests;
* Work experience with ADB project or similar international projects will be an advantage;
* Good interpersonal and self-development skills, punctuality;
* Proven ability to handle multiple tasks under tight schedule, strong commitment and accountability;
* Good command of English language.

The Driver 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