

JOB DESCRIPTION

The United Nations Development Programme (UNDP) Country Office in Mongolia announces vacancy of Project Manager, project to Support Integrity and Transparency Efforts in Mongolia (SITE).

Strengthening national integrity systems in line with provisions of the UN Convention against Corruption is an important area of cooperation between the Government of Mongolia and UNDP. At present the Independent Authority against Corruption (IAAC) and UNDP are implementing a project to Support Integrity and Transparency Efforts in Mongolia (SITE). The project builds on previous experience and on-going initiatives for strengthening national integrity systems, and aims to produce outputs to support (a) UNCAC and MDG 9 monitoring and reporting, (b) IAAC functional capacities, (c) sectoral integrity initiatives, and (d) strengthening accountability and transparency in local management.

The incumbent's primary responsibility to coordinate activities of different stakeholders for delivery of the above outputs.

Under the direct supervision of the National Project Director (deputy commissioner of the IAAC and under guidance of Governance Team of the UNDP Country Office, the Project Manager will undertake the following specific tasks and responsibilities:

1. Design and assist in the formulation, implementation, and monitoring of substantive project activities in line with the project document and work plans;
2. Ensure the services provided by short-term consultants, including production of knowledge projects and reports, are adequate and of good quality;
3. Ensure participation and involvement of relevant stakeholders in project activities so as the process is inclusive, participatory and transparent;
4. Develop annual and quarterly project work plans, revisions and reports with resource estimations, and submit for review and approval in a timely manner to ensure that the project activities remains relevant to the project document's objectives and priorities, and produces expected outputs;
5. Liaise and coordinate with other governance reform programmes/projects, explore possibilities for and undertake positive synergies between them;
6. Undertake day to day management of the project management unit, including supervision of AFA and other staff;

Employment duration: One year, renewable subject to a satisfactory performance

Project duration: 31 December 2011

Qualifications:

Education - Advanced university degree in law and political science.

Experience & skills:

- A minimum of 5 years work experience in related field;
- Personal commitment and dedication to fighting corruption and strengthening national integrity system in Mongolia;
- Good understanding of governance issues in general and the causes and characteristics of corruption in Mongolian society, and its impacts on people's livelihood in particular;
- Working experience in a similar setting is highly desirable;
- Strong background in office management, results-based monitoring and evaluation;
- Ability to communicate effectively and clearly in Mongolian and English;

If you possess the above qualifications, please submit in a sealed envelope your application letter along with your Curriculum Vitae, reference letter from your last employer to the following address **no later than 16:00, 15 March 2010**:

**United Nations Development Programme
United Nations Street 12, next to the German Embassy,
Sukhbaatar District 46, Ulaanbaatar Tel.: 327585**

Detailed Terms of Reference of the post is available at the reception desk and on our website <http://www.undp.mn>. Please indicate on the post you are applying for on the envelope containing your application. Only short-listed candidates will be contacted.