



Government of Mongolia



Vacancy Announcement

“Strengthening the Disaster Mitigation and Management System in Mongolia” is a project co-implemented by UNDP and the National Emergency Management Agency (NEMA). The project requires services of a **short-term National Legal Consultant** who will work full time for 2 months and report to the National Project Manager.

1. Assignment

The project is working to create, stimulate, and institutionalize national, sectoral, and local level cooperation and coordination for disaster risk reduction among the governmental, non-governmental and private sectors, and the donor and international development communities. Through this assignment, the project seeks to determine the necessary legal and institutional changes required for the creation of an enabling legal and institutional environment where partnership and coordination for disaster risk reduction can thrive. Therefore, the Consultant will analyze a wide range of laws, regulations, formal structures of and job descriptions at governmental organizations, and other relevant documents with a view to amend and improve them.

2. Deliverables

- Analyses of the related documents in Mongolian language. It should highlight the gaps/setbacks and opportunities.
- Amendment proposals to the analyzed documents, organizational structures and job descriptions (in Mongolian language).

3. Required qualifications

- Has an advanced academic/professional degree in law (Master of Laws or equal/higher professional degree);
- Has at least 5 years of law practice;
- Has at least 5 years of work experience in a governmental organization;
- Possesses working English language (required for desk research);
- Preferably has experience of working on formulation and/or amendment of laws;
- Preferably has work experience and/or academic qualification in the fields of public administration, public human resources, public finance, and/or disaster management;
- Experience of working for or with international organizations in a similar area will be an asset.

4. Application

If you possess the above qualifications, please submit the following documents in a sealed envelope indicating the post you are applying for at the address below **by 16.00 o'clock on 9 April 2010, Thursday**.

Required materials:

- Application letter;
- CV/Resume;
- Reference letter from the last or current employer;
- Copies of higher educational or professional diplomas and certificates.

**Address: UNDP Mongolia, UN House (next to the German Embassy)
United Nations Street – 12, Sukhbaatar district, Ulaanbaatar**

The detailed Terms of Reference of the assignment can be obtained from the project office via telephone no. 31-55-95, 32-80-27 or email address to p.baigalmaa@mongoliadisaster.org