

Employment Opportunity

The ADB-Mongolia Resident Mission (MNRM) is established to assist its Headquarters in the implementation of projects and programs, in project processing, country programming and economic and sector work. It also coordinates ADB's activities with other resident diplomatic and donor missions, NGOs, academic institutions, local think tanks, private sector and other members of the civil society in Mongolia.

ADB is seeking suitably qualified and experienced national expert for this assignment:

Regional Cooperation Coordinator (Consultant) for Mongolia (Ref. No. EXT-NO-09-001-MNRM)

Background

The Regional Cooperation Coordinator (RCC) for Mongolia will serve as focal point on regional economic cooperation and field coordinator on Central Asia Regional Economic Cooperation Program (CAREC) related activities in ADB's Mongolia Resident Mission (MNRM).

Reporting Arrangement

The position reports to the Country Director, MNRM and the Head, CAREC Unit.

Description of Responsibilities

- The RCC for Mongolia will be based in MNRM to coordinate on CAREC-related issues with national and sector focal points in the Government, the CAREC advisor to the national focal point, other Government bodies involved in regional cooperation activities, representatives of multilateral institutions and other aid agencies in the field, business communities, and other stakeholders.
- The consultancy assignment under this Regional Cooperation Technical Assistance (RETA) Project will involve 12 person-months of input for the period 20 February 2009 to 19 February 2010.
- Detailed tasks can be obtained from ADB-MNRM upon request.

Selection Criteria

- A university degree in social science, economics, development management, political science, finance, law or other related fields;
- At least 3 years' relevant working experience in general logistics, economics, finance, governance and/or institutional development agency;
- Experience working with multilateral/bilateral development agencies, government and/or non-government organizations;
- Excellent oral and written communication skills in English and Mongolian; and
- Strong communication skills and ability to work in a team.

Detailed terms of reference can be obtained from ADB-MNRM.

To apply, send your CV and cover letter quoting Ref. No. EXT-NO-09-001-MNRM by email, fax, or mail by 29 January 2009 to:

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Due to the volume of applications, ADB will not be able to respond to inquiries about application status and will only contact shortlisted candidates. Applications lacking the job reference number and job title or using the wrong e-mail address will not be considered.

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