MINISTRY OF CULTURE, SPORTS, TOURISM AND YOUTH

ASIAN DEVELOPMENT BANK

VACANCY ANNOUNCEMENT

INTEGRATED PROJECT IMPLEMENTATION UNIT FOR MINISTRY OF CULTURE, SPORTS, TOURISM AND YOUTH

Project Overview:

The Ministry of Culture, Sports, Tourism and Youth (MCSTY) is implementing the Sustainable Tourism Development Project (STDP) (2019–2027). The STDP aims to help develop sustainable tourism and strengthen livelihoods and natural resources management at two national parks, Khuvsgul Lake National Park (KLNP) in Khuvsgul Aimag (Khuvsgul subproject) and Onon Balj National Park (OBNP) in Khentii Aimag (Khentii subproject). Key project components comprise new and/or upgraded facilities for park infrastructure, sanitation, and capacity to manage tourism growth sustainably. The project non-structural components include capacity building for local communities and the revision and implementation of park management plans and tourism development plans. Successful achievement of the structural and non-structural components is required to achieve the project targets. Project coordination is by an Integrated project implementation unit (IPIU) under the MCSTY. The project is in its seventh year of implementation. The closing date for the project is 30 June 2027. The project is financed by the Asian Development Bank (ADB).

INTERGRATED PROJECT IMPLEMENTATION UNIT VACANCY FOR:

PROJECT COORDINATOR

National. Full-time, for 12 person-months, (July 2026-June 2027. Based in Ulaanbaatar with frequent field travel.

Qualifications and Experience

(i) Postgraduate degree related preferably in finance, business administration, economics, tourism related infrastructure, nature resources management, or related field;
(ii) At least 10 years of relevant professional experience in project administration, financial management, coordination, and implementation support for internationally funded development projects, including projects financed by ADB and other development partners;
(iii) Demonstrated experience in project implementation support, including budgeting, disbursement, procurement coordination, contract administration, reporting, monitoring systems, and stakeholder coordination; Excellent facilitator of meetings and negotiations for a wide range of stakeholders, especially governments, private sector, and communities;
(iv) At least 10 years of relevant professional experience working for projects financed by ADB or other international organizations, of which the applicant worked in a managerial capacity for at least 5 years;
(v) Demonstrated ability to manage a team, prepare reports, and work with the government and private sector, communities, and civil society organizations (CSOs);
(vi) Excellent facilitator of meetings and negotiations for a wide range of stakeholders, especially governments, private sector, and communities;
(vii) Excellent command of English and Mongolian; and
(viii) Good computer skills. Previous experience with ADB projects is preferred.

The IPIU Coordinator will lead the IPIU and be responsible for overall and day-to-day management of project implementation in accordance with the loan agreements and project administration manual (PAM), and following ADB's Procurement Regulations and in accordance with Government's requirements. The IPIU Coordinator will ensure that the project outcome and outputs are achieved in a timely manner.

Specific duties and responsibilities include:

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(i) Assist the executing agency (MCSTY) and implementing agency [MCSTY's Department of Tourism Policy Coordination (DTPC)] with project implementation, monitoring and reporting, and regular communication with ADB.
(ii) Quickly become familiar with, and assume coordination of, the project, working under the guidance of MCSTY and working closely with the other IPIU team members and other stakeholders.
(iii) Establish cooperative relationships and agreements with the executing agency, project steering committee (PSC), CSOs, and other stakeholders relevant for effective project implementation and visibility of project impacts.
(iv) Supervise and coordinate the IPIU and contractors, so that the project is implemented according to the project schedule and plan.
(v) Facilitate the work of the IPIU financial, procurement specialist to maintain the project accounts and oversee the project procurement.
(vi) Lead the final 1 year of project implementation, helping to ensure that ongoing activities are maintained smoothly and that remaining activities, work, and project targets including the design and monitoring framework (DMF) are achieved on time and successfully. Ensure that adequate attention is given to the non-structural as well as the structural project components.
(vii) Oversee, coordinate and facilitate the work of the IPIU team members and project contractors and consultants, so that the remaining project activities are implemented as planned.
(viii) Proactively address contact management issues and/or other challenges that may arise. Help ensure that implementation issues are addressed constructively and quickly.
(ix) In the event that any new procurement of goods, work, or services is needed, ensure timely recruitment of a short-term procurement consultant; and oversee the work of the consultant. Ensure that any procurement and/or consultant recruitment follows ADB's Procurement Regulations and in accordance with Government's requirements.
(x) Oversee the project performance monitoring system (PPMS) (which is maintained by the project M&E specialist).
(xi) Ensure timely utilization of the loans, with the assistance of the IPIU financial specialist, in accordance with ADB's Loan Disbursement Handbook (2022, as amended from time to time).
(xii) Oversee management of the project advance accounts, local currency accounts, and budget, and ensure proper utilization, accounting, and accountability, of project funds, in accordance with the project administration manual (PAM).
(xiii) Oversee preparation of the withdrawal applications by the IPIU financial specialist, for subsequent co-signing by MCSTY and Ministry of Finance and submission to ADB.
(xiv) Co-sign (with MCSTY) project payments and expenditures from the advance accounts and local currency accounts.
(xv) Ensure the timely and high-quality preparation and submission of audited project financial statements to the National Audit Office of Mongolia and ADB.
(xvi) Ensure timely compliance with the loan covenants set out in the loan agreement.
(xvii) Review detailed project designs. Ensure the final designs are consistent with the project scope and preliminary designs, are endorsed by the executing agency and PSC, and comply with legal design standards and specifications.
(xviii) Facilitate implementation of the project consultation and participation plan (CPP) and stakeholder communication strategy (SCS), including information dissemination and meetings with communities, CSOs, and government.
(xix) Regularly update the project implementation schedule and budget as needed, in consultation with MCSTY, PSC, and ADB.
(xx) With the other IPIU team members, maintain and strengthen existing collaboration between local agencies and CSOs promoted under the current and previous projects, e.g., Eco Leap (at KLNP) and WWF and TNC (at OBNP). Proactively develop new opportunities for collaboration with CSOs and other agencies to benefit the management of each park.
(xxi) Advise and support ADB missions, lead and participate in meetings, coordinate participation and approvals from MCSTY and other central government departments
(xxii) Provide full cooperation and input during the annual audits of the loan project accounts.
(xxiii) Ensure compliance of the project activities with the project environmental management plan (EMP), social and gender action plan (SGAP), and project administration manual.
(xxiv) Update the MCSTY, Ministry of Finance, PSC, and ADB in a timely manner on project implementation progress, and respond to guidance.
(xxv) Lead the IPIU's preparation of quarterly and semi-annual project progress reports.
(xxvi) Lead the IPIU's preparation of a domestic project completion report.
(xxvii) Lead the IPIU''s preparation of other reports and publications as required. Include high resolution photos, testimonials from project recipients and implementers, publications, and other knowledge products.

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Notes: The highest priority for the position is to help ensure the remaining project components are completed successfully and as per the project designs.

Application:

Interested candidates shall submit an application consisting of the following documents, prepared in English language:

- Cover letter (maximum two pages), explaining the reasons for applying to the position, describing how the candidate's qualification, skills, and work experiences meet the selection criteria;
- Curriculum vitae in English using ADB format;
- Reference letter from the previous employers;
- Copies of all diplomas and certificates; and,
- Copy of national identification card.

DEADLINE FOR THE SUBMISSION OF APPLICATION:

A hardcopy of applications for vacancy shall be submitted to the IPIU office located at National Library of Mongolia, 3th floor #307, Sukhbaatar District, Ulaanbaatar, Mongolia. Phone: 99307525.

All documents should be submitted no later than 10:00 on 30 June, 2026. Applications received by the deadline shall be considered for further evaluation.

Only short-listed candidates will be contacted.

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