



MINISTRY OF CULTURE,
SPORTS, TOURISM AND
YOUTH



ASIAN
DEVELOPMENT
BANK

VACANCY ANNOUNCEMENT

MON-LOANS 3787/3788: SUSTAINABLE TOURISM DEVELOPMENT PROJECT

Project Overview:

The Ministry of Culture, Sports, Tourism and Youth (MCSTY) is implementing the Sustainable Tourism Development Project (STDP) (2019–2026). 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 (ONBP) 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. The project is in its sixth year of implementation. The project is financed by the Asian Development Bank (ADB).

PROJECT IMPLEMENTATION UNIT VACANCY FOR:

PROJECT COORDINATOR

National. Full-time, for 9 person-months, covering October 2025 to June 2026. Based in Ulaanbaatar with frequent field travel.¹

Qualifications and Experience

- (i) A postgraduate degree related to general administration preferably engineering field or technical aspects of the project (tourism related infrastructure, civil works, waste management, natural resources management).
- (ii) At least 10 years of relevant professional experience working for projects financed by ADB or other international or government organizations, of which the consultant worked in a managerial capacity for at least 7 years.
- (iii) Demonstrated ability to manage a team, prepare reports, and work with the government and private sector, communities, and civil society organizations (CSOs).
- (iv) Excellent facilitator of meetings and negotiations for a wide range of stakeholders, especially governments, private sector, and communities.
- (v) Excellent command of English and Mongolian.
- (vi) Good computer skills.
- (vii) Previous experience with ADB projects is preferred.

The consultant will lead the PIU 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 consultant will ensure that the project outcome and outputs are achieved in a timely manner.

Specific duties and responsibilities include:

- (i) Assist the executing agency (MCSTY) and implementing agency (MCSTY's Department Tourism Policy Implementation and Coordination (DTPC) in loan agreement execution, monitoring and reporting of project implementation, and communication with ADB.

¹ Note: there is a possibility the project may be extended to June 2027, in which case the position will also be extended.

- (ii) Ensure timely establishment of the project, under guidance from the executing and implementing agencies, including recruitment of the other PIU specialists, *following ADB's Procurement Regulations* and in accordance with Government's requirements.
- (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) Advise and support ADB missions, lead and participate in meetings, coordinate participation and approvals from the executing agency and other central government departments.
- (v) Facilitate the work of the PIU financial and procurement specialists to maintain the project accounts and oversee the project procurement.
- (vi) Ensure timely procurement of works, goods and services, with the assistance of the financial management and procurement specialist, and following ADB's Procurement Regulations and in accordance with Government's requirements.
- (vii) Oversee monitoring and evaluation of the project toward its performance targets within the DMF and SGAP. Especially:
 - (a) Ensure that all PIU members and other relevant stakeholders are aware of and understand the PPMS, project targets in the DMF and SGAP, and compliance requirements and procedures in the PAM and loan agreements.
 - (b) Ensure that all PIU members and other relevant stakeholders regularly enter updated data, information and progress toward the project targets and requirements within the project performance monitoring system (PPMS).
 - (c) Facilitate the PIU Project Relations/Administration Officer to maintain the project-specific, gender-disaggregated PPMS database.
 - (d) Facilitate the Khuvsigul and Khentii subproject managers ensure they regularly collect data on progress for the remaining project works, and, operation and maintenance of the completed works; and that they enter these into the PPMS.
- (viii) Ensure timely utilization of the loans, with the assistance of the PIU financial and procurement specialists, in accordance with ADB's Loan Disbursement Handbook (2022, as amended from time to time).
- (ix) 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 PAM.
- (x) Oversee preparation of the withdrawal applications by the PIU financial specialist, for subsequent co-signing by MCSTY and MOF and submission to ADB.
- (xi) Co-sign (with MCSTY) project payments and expenditures from the advance accounts and local currency accounts.
- (xii) Supervise and coordinate the PIU and contractors, so that the project is implemented according to the project schedule and plan.
- (xiii) Oversee the selection and further supervise the activities of all consultants fielded for the implementation of the project.
- (xiv) Review detailed project designs and 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.
- (xv) 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.
- (xvi) Administer project operations ensuring timely execution of the implementation plan and achieving targets in the design and monitoring framework (DMF).
- (xvii) Regularly update the project implementation schedule and budget in consultation with ADB, PSC, and executing and implementing agencies.
- (xviii) With the other PIU team members, maintain and strengthen existing collaboration with local agencies and CSOs; and proactively develop new opportunities for collaboration with CSOs and other agencies to benefit the management of each park.
- (xix) Assist the executing and implementing agencies to help arrange and implement ADB review missions.
- (xx) Assist the executing agency in the preparation of terms of reference (TOR) for, and recruitment of, auditor(s) for the annual project auditing.
- (xxi) Provide full cooperation and inputs during the annual audits of the loan project accounts.
- (xxii) Update the PSC on project progress and respond to PSC guidance.
- (xxiii) Ensure compliance of the project activities with the project environmental management plan (EMP), social and gender action plan (SGAP), CPP, SCS, DMF, and PAM.

- (xxiv) Prepare quarterly and semi-annual project progress reports, a domestic project completion report, and as other reports and publications as required. Include high-resolution photos, testimonials from project recipients and implementers, publications, and other knowledge products.
- (xxv) Report to MCSTY, Ministry of Finance, the PSC, and ADB in a timely manner on project implementation progress.

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 PIU office located at National library of Mongolia, 3th floor #307, Sukhbaatar District, Ulaanbaatar, Mongolia. Phone: 99307525.

All documents should be submitted no later than 09:00 on 01 October, 2025. Applications received by the deadline shall be considered for further evaluation.

Only short-listed candidates will be contacted for an interview.