

	JOB DESCRIPTION	
	Position name: Project Manager - Senior	Date: 1 April 2019

1. POSITION LOCATION AND RELATIONSHIPS

Area/department:	Managerial
Based in:	Ulaanbaatar with frequent visits in the field (Sukhbaatar Province mainly)
Internal relations:	International Desk Officer and Local Project Manager Assistant
External relations:	Local authorities (Province, Aimag and Soums actors) & other key stakeholders – International NGOs - Donors
New Position?	YES
Position length:	7 months
Allocation:	Project 2245 – STARTING FROM EDUCATION: IMPROVING THE HOSPITALITY FOR THE CHILDREN OF ASGAT SCHOOL, MONGOLIA
Nationality	Italian
Reference range gross salary/month	Around 2300 Euro/month according to the experience

2. CONTEXT

ASIA operates for the preservation of the identity and the historical and cultural heritage of the peoples of the Himalayan area, with particular attention to the people of Tibet and Himalayan Region, and promotes processes of economic, social and health development centered on the local peoples with their own human, cultural and environmental resources.

ASIA established a local office in December 2016 and obtained the registration in the Country in 2017. To date, ASIA has 1 Admin Officer and 1 Translator in Ulaanbaatar. A local PM assistant is to hire.

Project data:

The promotion of education is a priority intervention area for ASIA, that believes it must be achieved through actions that respect local cultural integrity.

The proposal is also part of a wider strategy to support the resilience of nomadic pastoral community who make up more than 60% of the population of Asgat district: guaranteeing the education for children coming from nomadic families decreases the sedentarization forced by the need for access to services. The general objective of the project is to promote child education in the district of Asgat, Mongolian province of Sukhbaatar, for children from poorer nomadic families. This objective will be achieved through the renovation of dormitory of the primary school of Asgat and provision of a water filter.

3. GENERAL OBJECTIVES

Under the supervision of International Desk Officer:

1. To guarantee the timely and properly implementation/execution of project activities to ensure the objectives and results are met
2. To ensure that ASIA programming is effective, cost efficient and of high quality

3. To measure impact of project interventions through rigorous monitoring and evaluation actions
4. To create new partnership with international, local actors and donors
5. To make new assessment and support the Desk International Officer in new project proposal drafting

4. PROFILE REQUIRED

3.1 Competences

Deontology	X
Motivation	X
Teamwork	X
Organization and Planning	X
Results focused	X
Stress resistance	X
Adaptability and Flexibility	X
Effective communication	X
Technical knowledge	Preferable (WASH, small buildings, animal husbandry)
Problem solving	X
Negotiation	X
Innovation and creativity	X
Strategic vision	X

3.2 Knowledge and experience required:

Training/Education:	University degree (5 years or 3+2) or Master Degree Project Management WASH studies or animal husbandry are preferable
Previous experience (years):	Humanitarian experience International experience Experience in coordination of development projects Experience in the field (at least 2 year)
Knowledge and Skills:	Good organizational skills Management capacities Knowledge in project cycle management
Languages:	Strong English (Italian is an asset)
IT systems:	Computer skills including Windows and Microsoft Office/Excel
Mobility (national/ international)	Flexible with respect to working hours and place of work.

5. POSITION DESCRIPTION

4.1 Position objectives and tasks

Under the supervision of the International Desk Officer:

- ✓ Ensure project activities comply with the policies and regulations of the donors
- ✓ Develop action plan, budget plan, procurement plan during the execution of the project to ensure that the project results are timely met
- ✓ Monitor project activities and project expenditures to ensure a correct execution of the project
- ✓ Ensure close collaboration and coordination with ASIA and all stakeholders to guarantee smooth implementation of activities and achievement of results
- ✓ Conduct regular field monitoring visits (at least 1 week per month)
- ✓ Submit regular technical reports related to project activities to International Desk Officer, using ASIA templates
- ✓ Report on a two-weekly basis the achievements and difficulties of the projects, using ASIA templates, to the International Desk Officer
- ✓ Ensure capitalization of programs documentation (including assessment reports, methodology, beneficiary selection and list, distribution reports, etc....)
- ✓ Support International Desk Officer in the preparation of financial reports and budgeting of any future initiatives
- ✓ Use ASIA project monitoring tools on a monthly basis with financial projections for the project
- ✓ Actively promote ASIA management tools among staff to adopt their usage in everyday work
- ✓ Provide recommendations to Desk HQ for future projects
- ✓ Make new assessments
- ✓ Support the Desk HQ to design new projects' proposals
- ✓ Develop new partnership with international and local NGOs

6. ENCLOSING

Candidates are invited to send **within 03.03.2019** to a.nardi@asia-ngo.org the following attachments (object "Project Manager – Senior - Mongolia"):

- Updated curriculum vitae
- Cover Letter
- Specify at least one references, indicating telephone numbers, e-mail addresses and relation with the candidate
- **Only shortlisted candidates will be contacted for further selection process**