

	<b>JOB DESCRIPTION</b>	
	<b>Position name:</b> Programme Manager/Country Representative	<b>Starting date:</b> January/February <b>Deadline for application:</b> 31.12.2023

## 1. POSITION LOCATION AND RELATIONSHIPS

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<b>Area/Department:</b>	International Projects
<b>Duty station:</b>	Ulaanbaatar with frequent field visits
<b>Internal relations:</b>	HQ and ASIA Local Staff
<b>External relations:</b>	Local authorities & other key stakeholders - International NGOs - Donors
<b>Staff replacement:</b>	No (new position)
<b>Position length:</b>	12 months
<b>Allocation:</b>	Projects
<b>Reference range gross salary/month:</b>	Max 2.500 Euro/month according to the experience Also provided: VISA costs, round trip flight to Mongolia, SISCOS insurance, support for rental costs

## 2. CONTEXT

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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 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 also works in Myanmar, Nepal, and India. For further information: <http://asia-ngo.org/en/>

ASIA established a local office in Mongolia in December 2016 and obtained the registration in the Country in 2017. Being the local office without expatriate staff for 6 months, the selected person will be in charge to reorganize and reinforce ASIA office.

To date, ASIA staff in Mongolia is composed by:

- 1 Administrative Officer (part time)

To hire at least:

- 1 Project Manager (junior profile)
- 1 Translator/Interpreter/Technical Assistant

## 3. PROFILE REQUIRED

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### 3.1 Knowledge and experience required:

<b>Academic background:</b>	University degree (5 years or 3+2) or Master Degree in International Cooperation, Political Science, Social Sciences, Agronomy, Natural Sciences and relevant sectors for ASIA (background in Project Cycle
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	Management is an asset)
<b>Management:</b>	Strong management skills and proved knowledge of the procedures of the main national and international donors
<b>Personal Abilities:</b>	Strong ability in coordination and teamwork Attitude to play a leadership role Excellent communication skill and sensitivity in dealing with local institutions on critical issues Dynamic and willing to take initiative to complete tasks assigned Ability to work for goals in compliance with deadlines Problem solving skills and strong resistance to stress Strong commitment to the Mission of ASIA, genuine interest for international cooperation development topics and curious of the surrounding cultural contexts
<b>Previous experience (at least 2 years):</b>	Humanitarian experience Experience in coordination of development projects, especially focusing on environment, climate change, sustainable farming, biodiversity, production and tourism development, female entrepreneurship and protection of minorities Experience in the field Previous experience in Asia is an asset
<b>Organization knowledge:</b>	Excellent ability in planning, monitoring and controlling project activities
<b>Languages:</b>	Italian (very strong), English (at least B2 level)
<b>IT systems:</b>	Computer skills including Windows and Microsoft Office/Excel
<b>Mobility (national/ international)</b>	Flexible with respect to working hours and place of work

## 4. POSITION DESCRIPTION

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### 4.1 Management

- ✓ Represent ASIA Mongolia
- ✓ Organize ASIA office (logistic facility, purchasing of equipment, selection of personnel)
- ✓ Supervision of all staff of ASIA Mongolia
- ✓ Design, establish, plan, oversee and maintain a regular monitoring and evaluation system for all activities of the project, in consultation with HQ
- ✓ Ensure the execution of the projects activities in close cooperation with Implementing Partners and beneficiaries
- ✓ Monitor if the achievements of the project activities are in line with the project objectives and results and, in case of discrepancies, to propose feasible solutions
- ✓ Ensure that the project activities are effectively delivered according to project plans and timeframe
- ✓ Ensure that financial and logistical management of the project adhere to ASIA and donor regulations
- ✓ Conduct regular field monitoring visit

- ✓ Submit regular technical reports related to project activities to HQ, using ASIA templates
- ✓ Report on a monthly basis the achievements and difficulties of the projects, using ASIA templates
- ✓ Facilitate coordination efforts with all key stakeholders
- ✓ Ensure capitalization of programs documentation (including assessment reports, methodology, beneficiary selection and list, distribution reports, etc...)
- ✓ Evaluate the relevance and appropriateness of the intervention in view of the evolution of the context and needs; propose necessary adjustments to projects in consultation with HQ and Implementing Partners

### **Financial Management**

- ✓ In full compliance with local staff and Rome HQ, ensure the administrative management of the programs and country office related to: contracts, financial and accountancy (including the accounting control, financial reporting, procurement procedures, etc.), budget forecasting and monitoring, cash flow
- ✓ Work closely with ASIA Administrative Officer to ensure that the expenses are eligible according to the projects budget
- ✓ Ensure optimal use of project funds, according to the budget lines of the planned project objectives and activities
- ✓ Ensure adherence and compliance to ASIA and donor's financial and procurement guidelines
- ✓ Preparation of financial reports and budgeting of any future initiatives

### **Promoting and institutionalizing of ASIA management tools**

- ✓ Use PROMO (Project Monitoring file) tool on a monthly basis
- ✓ Update PROMO tool on a monthly basis online with financial projections for the project
- ✓ Actively promote ASIA management tools among staff to adopt their usage in daily work

### **Project development**

- ✓ Gather and collate all pertinent information and data to support the design of further interventions/projects
- ✓ Identify partners and projects: identify reliable partners, supervise them in drafting the project proposals to be submitted to donors and to local authorities
- ✓ Meet local and international partners and possible donors (Italian Embassy, UN, Other Embassies, International NGOs, local NGOs)
- ✓ Networking: to manage the relationship with the local authorities
- ✓ Work together with local and international experts and stakeholders to identify new proposal of interventions
- ✓ Provide recommendations to Desk HQ for future projects
- ✓ Support the HQ to design new projects' proposals

## 5. ENCLOSING

Candidates are invited to send **within 31.12.23** to [a.zito@asia-ngo.org](mailto:a.zito@asia-ngo.org) the following attachments (object "Programme Manager – Mongolia"):

- Updated and signed curriculum vitae
- **Cover Letter**
- At least 2 references, indicating telephone numbers, e-mail addresses and relation with the candidate
- **Only shortlisted candidates will be contacted for further selection process**