

**DETAILED QUALIFICATION CRITERIA AND TERMS OF REFERENCE (TOR)
PROJECT ASSISTANT (9 PERSON-MONTHS)**

The Project Assistant will have a university degree in administrative assistance and other relevant disciplines and at least 3 years of experience in providing administrative support for project and business operations. Written and oral English and Mongolian proficiency and computer skills are required.

The Project Assistant will:

- (i) Provide administrative support for the Project Implementation Unit (PIU) and consultants recruited under the project;
- (ii) Carry out basic office tasks to ensure smooth workflow, such as coordinating and scheduling meetings, providing interpretation/translation services for meetings, arranging travels, printing and photocopying, organizing and filing documents and records, preparing meeting minutes and memos, handling routine correspondences and e-mails, editing reports and documents, etc.;
- (iii) Manage petty cash for PIU operations and monitor costs of the project vehicle (petrol, driver, etc.);
- (iv) Purchase and distribute office supplies to other PIU staff and monitor proper maintenance of office furniture and equipment;
- (v) Assist the Procurement Specialist in advertising invitations for bids and consulting service requirements in ADB system and media and preparing small service contracts and in other tasks;
- (vi) Assist the Accountant/Financial Management Specialist in processing payments and maintaining records, maintain and register glass account for financing and procurement, personal income tax statement, and prepare WA supporting documents to ADB;
- (vii) Assist other PIU staff and consultants in organizing meetings, training and workshops including preparing documents and materials, arranging venues, and facilitating communication and coordination;
- (viii) Assist PIU in closing the Project, including registering of its assets and transferring the assets to the Government or Government designated organization according to the Legislation of Mongolia.
- (ix) Assist PIU in compiling and archiving all the hard and soft files in proper and systematic order, and transferring it to the Archiving Unit according to the Legislation of Mongolia.
- (x) Assume other tasks as assigned by the Project Manager or other PIU staff.

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