

**VACANCY ANNOUNCEMENT
FOR
DRIVER OF THE PROJECT IMPLEMENTATION UNIT**

(Source: National, Duration: 12 person-months)

A. INTRODUCTION

1. Project number: L3605/G9191: MON48076	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Ensuring inclusiveness and service delivery for persons with disabilities	3.1. Position: Driver of the Project Implementation Unit (PIU)
4. Title of the position to directly supervise this position: Project Coordinator	
<p>5. Project Background</p> <p>The Ministry of Labour and Social Protection (MLSP) and Asian Development Bank (ADB) are commencing to implement the project “Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project” for 2018-2024.</p> <p>The project aims to ensure the inclusiveness of persons with disabilities, improve service at the Ulaanbaatar city province-level, increase employment opportunities for persons with disabilities, and assure their independence and economic contribution.</p> <p>The project has the following components to meet the needs of children with disabilities and persons with disabilities. Component 1: Early identification of children with disabilities strengthened and institutionalized. Component 2: Service delivery for persons with disabilities improved. Component 3: Access to the physical environment improved. Component 4: Work and employment for persons with disabilities improved. Component 5: Strategic development to support with disabilities implemented.</p>	

B. FUNCTIONS

Key duties of this position:	The Driver will be responsible for safely transporting the PIU staff and other authorized personnel, and ensuring vehicle safety and technical readiness for normal project operations for the purposes of the project.	
Responsibilities and tasks	Timeline	Performance indicators
To ensure all equipment and accessories are in good order. Also, ensure that the vehicle is kept clean, tidy, and in good working condition at all times.	Regular basis	Keep the car clean on a regular basis
Following regulations in relation to the PIU and ADB’s driving safety procedure, codes of conduct, time-consuming, and labor discipline.	Regular basis	Comply with relevant regulations
Provide that the vehicle is ready for the job to ensure smooth implementation of the project.	Regular basis	Have the vehicle ready for any project activity
Driving project vehicles for the transport of authorized personnel; required to park the car in the garage specified by the PIU.	Regular basis	Follow internal rules and regulations and place the car in a designated garage
Collect and deliver PIU mail, documents, and other items on time.	Regular basis	Deliver PIU documents and other items on time

To ensure vehicle repairs are carried out	Regular basis	Ensure vehicle inspection and carry out service within the specified time
Properly by official manufacturers' specifications on a specified time, the driver shall be responsible for the PIU vehicle damage due to the driver's fault.	Time-to-time	Ensure the relevant rules and regulations
Required to attend ADB safety training driving to the countryside.	Time-to-time	Attend ADB safety training on driving to the countryside, ensure the rules and regulations
Other relevant tasks as assigned by the Project Coordinator.	Regular basis	Perform other tasks as assigned by the Project coordinator
Note: Timeframes and schedules of works and services shall be determined by the annual work plan.		

C. REQUIREMENTS

	Indicators	Required
General requirements	Education	- Minimum high school certificate or above
	Profession	- Have a technical class B valid driver's license
	Experience	- At least 5 years working experience as a driver with the safe driving record for a company, international agency or projects;
	Skills	- Be proactive and initiative. - Able to drive on a rural area. - Integrity, flexible approaches to work with enthusiasm, commitment. - The ability to work in a multi-cultural environment. - Effective time management skills. - Excellent interpersonal skills. - Excellent communication skills.
Specific requirements		- Attendance in the Mechanics training is an advantage. - Basic English skills would be an advantage.

D. CONTRACT DURATION

The initial duration of the contract is 12 months with 3 months of a probation period. The contract is extendable subject to satisfactory performance.

E. APPLICATION PROCESS

If you meet the required qualifications of the advertised position, please, submit **(i) civil servant's application, (ii) curriculum vitae in English and Mongolian, (iii) copies of diploma(s) and certificate(s) with English translation, and (iv) reference letter(s) from past employer(s) (English and Mongolian)** in a sealed envelope by **11AM of 01 September 2023** to the below address. Incomplete applications will be excluded from further evaluation. Only short-listed candidates will be invited to the joint interview. Submitted documents will not be returned to the applicant.

Address: Project Implementation Unit
State-owned Building XI, Baga Toiruu 44A
Khoroo 8, Sukhbaatar District
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Phone: 77335577

MINISTRY OF LABOUR AND SOCIAL PROTECTION