

	JOB DESCRIPTION	
	Position name: Project Manager	Date: March/April 2018

1. POSITION LOCATION AND RELATIONSHIPS

Area/department:	Managerial
Based in:	Ulaanbaatar with frequent visits in the field
Internal relations:	International Desk Officer and Local Project Manager Assistant
External relations:	Local authorities (Province, Aimag and Soums actors) & other key stakeholders
New Position?	YES
Position length:	5 months
Allocation:	Project 2230 – Capacity building of all the veterinaries of the province of Sükhbaatar to empower the veterinary system and the resilience of the herds
Nationality	Italian
Reference range gross salary/month	Between 1700-2000 /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. At the moment ASIA has a local PM and an Admin Officer in Ulaanbataar

Project data:

The project is based on three main pillars, which are:

- 1) Capacity Building of the veterinaries in order to satisfy the needs of knowledge and skills emerged during the assessment in 2016.
- 2) Provision of instrument and tools to the veterinaries
- 3) Endow the herders with a tool that could allow them to catalyze their effort in a more reactive and practical way.

3. GENERAL OBJECTIVES

Under the supervision of the 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 the highest 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	
Problem solving	X
Inspirational leadership	
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 Veterinary studies is an asset
Previous experience (years):	Humanitarian experience International experience (at least 1 year)
Knowledge and Skills:	Good organizational skills Management capacities Knowledge in project management
Languages:	Italian and English
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 visit (at least 1 weeks 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 assessment
- ✓ Support the Desk HQ to design new projects' proposals

6. ENCLOSING

Candidates are invited to send within 05.02.2018 to a.nardi@asia-ngo.org the following attachments (object "PROJECT MANAGER 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**