



MINISTRY OF HEALTH AND SPORTS

THE E HEALTH PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

MONGOLIA: E HEALTH PROJECT

Credit No.: 5489-MN

The Government of Mongolia (the Client) has through its Ministry of Health and Sports received financing from the World Bank (the Bank) toward the cost of the E Health Project, and is in the process to establish the Project Implementation Unit (PIU).

E Health project objective is to improve integration and utilization of health information and E-Health solutions for better health service delivery in selected pilot sites in Mongolia. Under the project, Ministry of Health and Sports (MOHS) of Mongolia is seeking to recruit qualified specialists for the Project Implementation Unit.

Assignment Title: Financial Management Specialist

The objectives of this assignment are being responsible for overall financial, accounting and administrative aspects of the Project, establishing and maintaining an effective financial management system for the Project in accordance with relevant laws and regulations of Mongolia and guidelines of the Bank, including management of the Project accounts.

Detailed tasks include but not limited to:

- Ensure financial management and accounting system of the Project is in accordance with Mongolian and World Bank laws and regulations for financial management, reporting and accounting;
- Responsible for the implementation of a sound and acceptable financial management system to be developed by an independent consultant
- Ensure that financial management and accounting information is up-to-date and regularly reported to the Project Coordinator, and that the financial management system is in accordance with World Bank and Mongolian requirements for financial management, reporting and accounting
- Establish close cooperation, when applicable, with the Ministry of Finance, Tax department, Customs and other financially related governmental bodies;
- In collaboration with the PIU staff to establish and maintain systems of financial part of the internal control (including procurement goods, works and services, fixed assets, civil works);
- Collect and keep up-to-date information regarding laws and amendments to the laws in order to adjust the PIU financial rules and regulations
- Develop and maintain an effective accounting system for the Project;
- Ensure compliance with operating procedures of the Client and the Bank, e.g. Disbursements, Special Accounts, statements of expenditures (SOEs), Special Commitments etc.;
- Preparing the Project's Budgets/Cash Flow Projections
- Preparing monthly Bank Reconciliation for all Bank Accounts on a timely basis
- Review and verify all requests for payments for suppliers and consultants
- Review and verify all requests for advance or other payments for the office or other Project related purposes
- Manage PIU's bank accounts
- Prepare the bank withdrawal requests (Payment Orders)
- Prepare the replenishment requests (sent to the Bank);
- Prepare Quarterly and Annual Financial Statements for the Loan, report to the Steering Committee through the Project Coordinator and Director on material variances in accordance with an agreed timetable;
- Prepare monthly reports for the Project Coordinator for onwards submission to the Ministry of Finance in compliance with Government accounting reporting requirements;
- Prepare the Financial Monitoring Report (FMR) every quarter, in coordination with the Project Coordinator, FMR will accompany narrative interpretation of Project implementation progress, as well as report on material variances, recommendation on remedial actions;
- Monitor performance against agreed Financial Performance Indicators prepared by the PIU;



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- Ensure that all accounting records and bank account information are up-to-date documented in computerized accounting software system;
- Review financial and other pertinent documentation;
- Maintain book-keeping for the Project, following local regulations for accounting in budgetary institutions;
- Organize archives of documentation (financial documents, goods supply documents, PIU elementary purchasing documents and PIU consumable material purchasing documents);
- Prepare IFRs that will be submitted to the World Bank on a quarterly basis;
- Maintain regular communication with PIU staff, Project Coordinator and Procurement Officer to ensure that financial tracking information is well coordinated with other project planning, budgeting and other progress information;
- Support effective planning and implementation of the Project, and be responsible for implementing efficient project management tools;
- Assist the PIU in maintaining proper documentation flow throughout the Project;

FINANCIAL MANAGEMENT SPECIALIST'S QUALIFICATIONS / SELECTION CRITERIA:

Successful applicants shall have a strong background in financial management and accounting. It is important that the applicant has good knowledge of business operations in Mongolia and knowledge of and experience with the World Bank financial management and disbursement procedures and policies.

The FMS shall have:

- Minimum a Master's Degree in Finance or Accounting;
- At least 10 years of relevant experience in the field of finance, accounting, and project financial management;
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Banking services
- Knowledge of Project management and experience in projects planning
- Good understanding and previous work experience in preparing of bidding documents, TORs, requests for proposal
- Good understanding and previous work experience in preparation of financial statements including statements, which link the financial figures to non-financial information;
- Skills to do financial planning, and provide implementation of financial plans
- Deep knowledge of project guidelines of World Bank
- Excellent writing and speaking skills in English and Mongolian languages;
- Basic understanding of information systems, including previous work experience using financial and accounting software;
- High integrity and accountability, good team work spirit, good computer skills;

CONTRACT DURATION AND CONDITIONS: The assignment is expected to start in September of 2015 with a trial period of 6 months. Upon satisfactory performance; the contract will be extended for up to 1 year at a time. The Consultant will be selected in accordance with the World Bank Consultant Guidelines "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011"

If you possess above qualifications, please apply.

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS:

Candidates shall submit the following information in English:

1. **Curriculum Vitae with recent picture;**
2. **Cover Letter:** The letter need to contain full information about your ability and how you will suit best to requirements of related position;
3. **Copy** of Identification card of Mongolia
4. **Reference or recommendation letters** from current and/or previous employer;
5. **A copy** of all Diplomas and Certificates;



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6. **Deadline** of the application is 5:00 p.m., Thursday, June 13th, 2016
7. **Hand delivery by yourself:** Ministry of Health and Sports, Government Building No.8, Olympic Street 2, Sukhbaatar District, Ulaanbaatar 14210, Mongolia, Room 305, Tel: /51/263683,
8. All documents must be sealed in one envelope and must indicate the applying position. Submitted documents will not be returned to applicants.
9. **Selection process: Only short-listed candidates will be contacted.** Submitted documents will not be returned to the applicants. Incomplete applications will be taken out of consideration.

Contact address: Bayarjargal O., Division of Finance and Economy, Ministry of Health and Sports, Room [305], Government Building No.8, Olympic Street 2, Sukhbaatar District, Ulaanbaatar 14210, Mongolia, Tel: 976-[(51)-263683], This vacancy notice also can be found at <http://www.mohs.mn>