

1. CONTRACT SPECIALIST

The specialist will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator. Contract specialist is responsible for contract management and provide necessary legal advice pertaining to the contracts and project implementation related matters. The specialist will draft, and participate in contract negotiations of civil works, consulting services, and goods to ensure its conditions and terms are in line with applicable national, international and ADB's policies and regulations and will undertake the following tasks:

- (i) Perform all roles and responsibilities mentioned in the MOF order No.04;
- (ii) Develop and implement procedures for contract management and administration in compliance with ADB and applicable Mongolian laws and regulations;
- (iii) Serve as the point of contact for Contractors on contractual performances. Act as contractual "middleman" between company employees and Client (MOH/PIU) ensuring timely review and approval/reconciliation of variations;
- (iv) On all standard and nonstandard contracts, provide recommendations and negotiate directly with Contractor until consensus has been reached;
- (v) Manage all records and documentation such as contract amendments, control of all contract correspondence, contact information sheets, status reports and other documents for all projects;
- (vi) Establish and maintain project filing system so that (a) records of procurement, consultant recruitment and contract management are integrated into the management system, and (b) files be handed over to the EA at project completion;
- (vii) Ensure contract close-out, extension or renewal with support from relevant specialists;
- (viii) Work closely with PIU finance officer to coordinate contractual requirements and payment conditions when required;
- (ix) In cooperation with Civil works expert and medical equipment experts, carry out on site contract implementation monitoring in particular civil works performance, equipment installation and maintenance and prepare report to the PIU coordinator;
- (x) Provide legal advice and solutions on ADB's social safeguards policy implementation issues, in which include resettlement plan and grievance redress mechanism (GRM);
- (xi) Carry out on site contract performance monitoring of civil works, equipment installation and maintenance and report to PIU coordinator on the status;
- (xii) Other duties as required;

Key requirements:

- Graduate degree in law or contract management and related field;
- At least 5 years of experience with contract management, administration and familiarity with procurement process legal field;
- Knowledge on procurement of civil works and goods; prior experience with international funded programs; is an asset
- Proficient English language skill is a must.