



**LOAN NO. 3679-MON: REGIONAL ROAD DEVELOPMENT AND
MAINTENANCE PROJECT**



VACANCY ANNOUNCEMENT

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing “Regional Road development and maintenance project” (RRDM Project). The project Executing Agency (EA) is the Ministry of Road and Transport Development (MRTD). Under the project, the EA is seeking to recruit a qualified **Translator/Office Administrator for the Project Implementing Unit (PIU) who will be engaged on a full-time basis.**

Objective of the assignment

Translator/Office administrator will support EA/PIU in translating service. He/she will work under the direct supervision of the Project coordinator.

The Translator/Office administrator will be responsible for the following duties:

- Executing day-to-day office administration tasks at the PIU
- Managing the flow of information sharing between project stakeholders
- Archiving project documents as per requirements
- Performing translation of all necessary documents
- Interpreting meeting
- Liaising with the project stakeholders on the day-to-day project implementation matters
- Undertaking any other tasks assigned by PIU Coordinator

Qualifications and experience:

Candidates must have a degree in a relevant field and at least 3 years of experience of performing written translations of policy and program related documents and interpretations during project stakeholders’ meetings, workshops, preferably, in the areas of engineering, environmental management, and social development, minimum 1 years of relevant international project management experience would be an advantage. In addition, they should have prior experience of secretarial duties and office management.

If you possess the above qualifications, please submit a **cover letter** indicating why she/he considers her/himself suitable for the position, detailed public servant **Curriculum Vitae** highlighting skills/experience, copy of diplomas or certificates and two reference letters from last two employers no later than **15:00, 27 Jun 2023. Only those successful candidates will be contacted.** The application documents under the name of RRDM/Translator shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

Contact person: E.Badamsuren

Contact address: Ministry of Road and Transport Development, Government Building №13, room 308, Chinggis Avenue 11, Ulaanbaatar 14251, Mongolia

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