

MONGOLIA
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

PIU Driver

Advertisement date: 24 August 2020

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified **PIU Driver** to carry out following duties.

B. SCOPE OF THE WORK

Tasks and responsibilities of the Driver include but are not limited to the following:

- (1) To carry out duties of the driver;
- (2) Be responsible for safe travel of the passengers during travel;
- (3) Follow traffic law and related procedures of Mongolia and ADB or related international regulations;
- (4) Prepare the most suitable route to project sites;
- (5) Shooting and documenting project activities at target project sites;
- (6) Maintain and service the project vehicles and digital devices for recording;
- (7) Assist the project staff and consultants for completing their assignments in the field trips;
- (8) Assist PIU in project administration support;
- (9) Take records on driver’s logbook;
- (10) Prepare a timesheet;
- (11) Undertake such other tasks as may be reasonably requested and/ or assigned by the Project Coordinator and the Office manager;

C. SUPERVISION AND REPORTING

The driver will commence inputs from September 2020 for and will be engaged initially on a full-time basis for period of maximum 65 months. He/she will report directly to the Project coordinator.

D. QUALIFICATIONS/ SELECTION CRITERIA

- He/she should have a driver’s license in B, C class, and must have served in the military;

- Basic skills to take a photo, video and to operate digital camera;
- Driving experience of at least 15 years, preferably driving for public and media institutions and off-road for at least 7 years;
- Familiar with UNDP procedures related to traffic and driving;
- Good interpersonal communication and basic technical skills, no use of alcohol and cigarettes;
- Have good health and tolerant for driving long distances;

If you possess the above qualifications, please submit a cover letter with CV, copy of diplomas or certificates and two references from last two employers in a sealed envelope, no later than **05:30 PM on 31 August, 2020** to below address:

Room #511, The National Association of *Mongolian* Agricultural Cooperatives /*NAMAC*/ Building, Peace Avenue 18A/1, Bayanzurkh District, Ulaanbaatar 13381
Phone:+976 88100853
Email:vpia.info@gmail.com

Contact address:

Attn: Ms. Khishgee # 605, Phone: 261908, the Ministry of Food, Agriculture and Light Industry

Only short-listed candidates will be contacted. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered.