MERIT (MONGOLIA)  
PROJECT DIRECTOR

This is a 2 year contract position (renewable), expected start date of January 2\textsuperscript{nd}, 2018. This opportunity is open to Canadian citizens and permanent residents and is based in Ulaanbaatar, Mongolia.

BACKGROUND:

CESO and WUSC have formed a consortium led by CESO currently implementing the Mongolia: Enhancing Resource Management through Institutional Transformation (MERIT) initiative. MERIT, funded by Global Affairs Canada, is a seven year bilateral project (2016-2023) aimed at stimulating sustainable economic growth in Mongolia by strengthening the capacity of public institutions and local communities to support responsible resource management and maximize its contribution to sustainable economic and social development.

CESO is a leading economic development organization dedicated to sustainably reducing poverty and fostering economic growth in Canada and globally. Our Volunteer Advisors (VAs) are senior-level professionals and executives who are interested in sharing their knowledge and expertise in meaningful ways.

World University Service of Canada (WUSC) is a leading Canadian non-profit organization in international development, committed to building a more equitable and sustainable world. We work with a unique and powerful network of post-secondary institutions, private-sector partners and volunteers to provide education, employment and empowerment opportunities that improve the lives of millions of disadvantaged youth around the world.

Currently in its second year, MERIT is aligned with the relevant priorities in the Action Program of the Government of Mongolia for 2016-2020, including: empowerment of the civil service; prompt, efficient and transparent delivery of public services by professional experts at all levels of administration and strengthening public trust; diversifying the structure of the economy; supporting the implementation of the Law on Promotion of Gender Equality (LPGE); and increasing the representation of women at the decision-making level. Capacity Development Plans (CDP) have been developed with strategic partners: Mineral Resources and Petroleum Authority of Mongolia (MRPAM), Ministry of Mining and Heavy Industry (MMHI), Ministry of Environment and Tourism (MET), Institute of Geography and Geocology (IGG), Mongolian University of Science and Technology (MUST) and Mongolian National Mining Association (MNMA). In addition to working alongside central agencies in Ulaanbaatar, MERIT has begun to work in Dornod aimag (province), and expects to work in additional aimags in the coming years.

KEY AREAS OF RESPONSIBILITY:

The Project Director is responsible for the strategic and operational implementation of the MERIT initiative. The Project Director manages relationships with key stakeholders, including with the Government of Mongolia, local partners and the funder.
The Project Director will report to the Director of Asia & Americas at CESO and to the MERIT Consortium Management Committee.

The MERIT Project Director will:

**Technical Direction & Project Management**

- Provide technical and managerial direction and guidance to the MERIT initiative, in line with the project’s expected outcomes
- Develop key project planning deliverables (i.e. Annual Workplan, Midyear and Annual Reports) using results based management approaches and tools
- Develop specific strategies for cross-cutting themes (gender equality, environmental sustainability) for the project
- Maintain open and effective communications amongst the consortium and project team members in Canada and Mongolia
- Oversee day-to-day coordination and delivery of project activities in conjunction with staff, volunteers and partners

**Monitoring & Evaluation**

- Oversee a results monitoring system for the project
- Regularly monitor progress towards results, ensuring appropriate course correction and iterative management
- Work with MERIT team members to produce regular reports to key stakeholders, including the donor agency and the Government of Mongolia (GOM)
- Manage the MERIT project team in Mongolia
- Maintain regular communication with WUSC and CESO colleagues in Canada to ensure appropriate support

**Human Resources & Volunteer Management**

- Supervise, guide and evaluate the work of the MERIT staff, Technical Advisors (TAs) and consultants
- Oversee human resources management issues such as employment policies and practices, in line with GOM law
- Work with colleagues and partners to ensure the effective mobilization, orientation and coaching of volunteers

**Financial & Office Management**

- Oversee a financial management system for the project
- Ensure that the project complies with Mongolia taxation, banking controls, and labour laws
- In conjunction with the finance team, develop and monitor the project budget and ensure regular reporting to the donor
- Recruit, maintain and direct the required administrative and project infrastructure of staff, field offices and equipment as well as making decisions on administrative policy, planning and procedural matters

**Risks Management & Security Preparedness**

- Actively assess the risk profile of the initiative; identify specific risks and appropriate mitigation strategies
- Ensure that WUSC/ CESO security policies, procedures and preparedness remain relevant for the current context in Mongolia
Government of Mongolia (GOM) Liaison & Coordination
- Establish a strong working relationship with the GOM, including planning, capacity building and information sharing
- Convene Project Steering and Advisory Committees at regular intervals
- Coordinate regularly with other development actors to ensure harmonization and synergy with similar initiatives
- Represent the Project in official communication and fora

QUALIFICATIONS:

Education
- A post-graduate university degree in international development, project management or a relevant field

Experience and Competencies
- A minimum of ten years of progressively more responsible assignments related to management of development initiatives
- A minimum of five years overseas working experience, preferably in Asia
- A minimum of two years of experience managing volunteers for development
- Experience working with donor agencies, including a solid understanding of Results Based Management (RBM) and environmental and gender policies and reporting requirements
- Proven technical and financial managerial and administrative and organizational skills
- Knowledge of donor financial and narrative reporting procedures and requirements
- Proven knowledge and experience in natural resources management, public sector reform and human resource development
- Proven experience managing a large, multi-disciplinary and multi-ethnic team of staff and volunteers
- Diplomatic skills and the knowledge of cross-cultural, inter-personal communication
- Complete fluency in English, including excellent oral and written communication skills are required
- Proven experience of adaptability to a challenging and constantly changing environment requiring iterative planning on a regular basis
- Proven knowledge of and commitment to the concepts of Gender Equality
- Experience in capacity building with local partner organizations and a commitment to a participatory partnership approach to development

If you wish to apply for this position, please send your resume and cover letter with Project Director, MERIT in the subject line to:

Jennifer Rovet, Recruitment Manager
jrovet@ceso-saco.com

Deadline to apply: Friday November 17th, 2017

WUSC and CESO are equal opportunity employers. Only those candidates selected for an interview will be contacted.

No telephone calls please.