

## Project Coordinator - Green House Project

Location: [Asia & Pacific] [Mongolia]

Town/City: Ikh toir

Category: Health

Job Type: Fixed term, Full-time

### VACANCY ANNOUNCEMENT

Job title: **Project Coordinator – Solar Green House Project**

Location: Ulaanbaatar, Mongolia

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: November 16, 2021

### PURPOSE OF POSITION

The Project Coordinator fully coordinates the “Solar Green House” project that intends to ensure food sufficiency of the targeted vulnerable households through increased income and enhanced vegetable productivity. In the frame of this objective, the project will aim to promote solar-powered greenhouses in target areas and, as a result, will extend the crop season for 4 months than the usual greenhouse, and enable families and children to

access the fresh vegetable in four seasons.

## **MAJOR RESPONSIBILITIES**

### **PROJECT IMPLEMENTATION**

- Coordinate the implementation, and monitoring of the project at the project target areas with key stakeholders
- Focus on strengthening and strengthening vulnerable disabled children to enjoy same opportunity as other children and be enjoyed with enriched digital experience for their education and life skill through digital tools and access.
- Facilitate consultative planning, reflection, and feedback with project stakeholders.
- Facilitate the project approaches cooperating with key stakeholders and project beneficiaries
- Spent project budgets efficiently in consultation with key partners for management and donor approval and ensured funds are spent in alignment with budgets on time.
- Ensure program expenditures, to ensure that they are within the project budget and under World Vision's financial policies
- Ensure program accountability and sustainability drivers throughout project implementation

- Prepare the project documentation and reporting to ensure all required reports are submitted on time, accurate, and complete. The information includes monthly report, quarterly report, monitoring checklist, along with updated indicator tracking table and project documentation.

## PROJECT PLANNING, MONITORING AND REPORTING

- Monitor performance of contractors and subcontractors
- Lead effective monitoring at project target areas and collates & supply monitoring data to Manager and World Vision technical programs
- High contribution to project reporting is developed to a high-quality standard and is engaging for donor audiences
- Ensures monitoring information is used to improve project performance and made available for technical program reports
  - Supports, as required, to develop the project proposal & design

## NETWORKING AND COORDINATION

- Identifies new partners within and outside the community and identifies how these partners can work together towards shared priorities for the project effectiveness
- Builds and maintains effective working relationships with key stakeholders, including local government officials, and department/units, to enhance program

team effectiveness.

- Engages in advocacy and Communication staff
- Ensures program priorities and approaches are aligned with community, partners & World Vision standards
- Coordinate donors & partners visit in the project fields

## GENERAL

- Perform any other task assigned by the direct supervisor
- Contribute to the organization's goal and aspirations of the WVI Mongolia, be an active member of the team
- Ensures staff and partners understand WV safeguarding & anti-corruption policies
- Ensures project supports awareness raising for prevention and reporting of child protection incidents occurs across the project area
- Perform any other tasks assigned by supervisors

## KNOWLEDGE, SKILLS, AND ABILITIES

*Minimum education, training, and experience requirements to qualify for the position*

- A Bachelor degree or Master's degree in the field of Public relations and Social Sciences
- At least 2 years of work experience in project implementation
- Excellent at facilitation and organizing skills
- Ability to communicate effectively, including reporting skills
- Excellent analytical skills
- Strong interpersonal skills and highly resourceful
- Excellent command of English both written and spoken.
- Excellent written and verbal skills, with strong technical skills in writing, interviewing
- The Initiative, ability to manage own time
- Experience to complete projects according to outlined scope, budget, and timeline
- Requires to work at project field up to 40% of the time

Please send the below documents to [recruitment\\_mongolia@wvi.org](mailto:recruitment_mongolia@wvi.org)

- CV

- Cover Letter
- Application Form
- Copy of Diploma(s)
- Copy of ID card

**Address:** 4th floor, Somang Plaza Building, 13 khoroolol, 15th khoroo, Bayanzurkh District.

**Phone:** 70155323 – 124, 125 and 128

**Note:** Only short-listed candidates will be contacted for further process.