

CHIEF OPERATING OFFICER (COO); LOCATION: FPMT, MONGOLIA (ULANBAATAR)

FPMT Mongolia was established and registered in September, 1999. The Organisation presently has six independent entities, three of which are Dharma centers, each with its own Director and staff. All entities operate under the ambit of FPMT Mongolia and report to the Chief Executive Officer. There is a total staff strength of approximately 60 persons, four of whom are foreigners. FPMT Mongolia has its Board of Directors and an Executive Committee that meets regularly.

FPMT Mongolia is now preparing a new phase of its development for the next ten (10) years, 2010-2020. A comprehensive Master Plan has been drawn to ensure a long term visionary, practical and sustainable development programme, that meets all the objectives of FPMT, importantly bringing Dharma teaching and practice, to all Mongolians, building the necessary infrastructure, support services and the financial and manpower resources necessary to meet these objectives.

The plan is inspired by Kyabje Lama Zopa Rinpoche, Spiritual Director of FPMT, and is the fulfillment of his vision to bring to all Mongolians a secure and strong foundation for the organic, systematic and sustained growth, teaching and practice of Dharma in the country. In order to meet these objectives and the many challenges ahead, FPMT with the support of FPMT Mongolia is putting together a dynamic, experienced and self motivated team of professionals and others, to undertake the systematic planning and execution of the development programme.

FPMT now seeks to appoint a suitable candidate as its Chief Operating Officer (COO), based in its main office in Ulaanbaatar, Mongolia. Details of the appointment are as follows:

THE POSITION: Chief Operating Officer, (COO);

DURATION OF APPOINTMENT: Appointments shall be for two years, but is renewable in accordance with the policy and procedures of FPMT.

THE LOCATION: FPMT Mongolia Main Office, Ulaanbaatar;

JOB DESCRIPTION:

- to take overall responsibility for all of the operations of the respective entities of FPMT Mongolia;
- to be responsible for the efficient, prudent and effective administrative and financial management of the Organisation and its entities;
- to be responsible for innovative, creative, and independent implementation of sound policies, procedures, and practices for good governance of the Organisation and its entities;
- to undertake all such responsibilities in the planning and implementation of the ten year development programme as may required/assigned;
- to undertake all other responsibilities consistent with the position of Chief Operating Officer ;
- to execute all directions and decisions of the Board of Directors and/or the Executive Committee ;
- to execute all directions and decisions of the Chief Executive Officer ;

LINE OF REPORTING:

- the Candidate shall report to the Chief Executive Officer, FPMT Mongolia;

QUALIFICATIONS:

- a recognised University degree in Management, Finance, Accounting or other acceptable studies;
- have at least five (5) years working experience in a similar position or equivalent;
- preference would be given to candidates currently working in any FPMT center, in a similar or equivalent position;
- for candidates not working in any FPMT center, candidates would ideally be a student of Lama Zopa Rinpoche or at least would have a positive connection with and sincere respect for Lama Zopa Rinpoche and the work and values of the Foundation for the Preservation of the Mahayana Tradition (FPMT)

RENUMERATION:

- an attractive remuneration package will be offered to the successful candidate commensurate with the responsibilities of the position and the candidates qualifications and experience;
- all relevant allowances as may be applicable will be considered;

ANNUAL LEAVE:

- annual leave will be in accordance with current policy/regulations;

MEDICAL:

- medical services, insurance and leave will be provided in accordance with current policy/regulations

TRAVEL:

- travel costs and allowances will be provided in accordance with current policy/regulations;

PROBATION:

- the probation period will not exceed three (3) months of the date of appointment.

CLOSING DATE FOR APPLICATIONS:

- all applications **MUST BE SUBMITTED ON OR BEFORE 31ST AUGUST 2010**, or such extended period as may be decided by FPMT/FPMT Mongolia ;
- please submit applications, together with full details of qualifications, experience and any other relevant information, plus a recent passport photograph;

and, kindly address applications to : The Chief Executive Officer, FPMT Mongolia, P.O.Box 219, Ulaanbaatar 13, Mongolia.

- please mark the envelopes : "Private & Confidential".