

TERMS OF REFERENCE FOR PROJECT ASSISTANT

A. INTRODUCTION

1. Project number: P159215	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Employment Support Project	3.1. Position: Project assistant
4. Title of the position to Directly Supervise this position: Project Coordinator	
5. Project Background: The development of Employment Support Project for Mongolia is to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. The project consists of three components. Component 1 supports a comprehensive realignment of the current public employment service system to serve greater numbers of employers and jobseekers in a more client-driven service, with greater collaboration with private intermediation services. Component 2 strengthens the design, relevance, and demand orientation of select active labor market programs. Component 3 improves the quality of and access to labor market reporting and analysis to help institutional and non-institutional clients make more informed decisions and provides support for strengthening M&E and project management.	

B. FUNCTIONS

Key duties of this position:	Under the direct supervision of the Project Coordinator, the Project assistant will be responsible for supporting project team daily.
Responsibilities to be Performed:	
<ul style="list-style-type: none"> • Preparing Project correspondences • Coordinating and arranging meetings of PIU with World bank, PSC, contractors, consultants and other Project stakeholders • Maintaining and organizing all Project documents • Organizing and maintaining project implementation plan and reports provide information to PSC and Project Director • Deliver and receive paper documents between stakeholder and other organization; • Keeping Project contact register up-to-date • Organize the workshop, trainings, and other related events; • Organize and help ensure resources are used efficiently; • Making travel arrangements for the PIU staff • Preparing minutes of the meetings • Manning the PIU front desk • Organize project website and assist the project in carrying out communication activities • Providing translation services, as needed • Other project related tasks assigned by the project coordinator 	

C. REQUIREMENTS

Education	<ul style="list-style-type: none">▪ Bachelor's degree in Social sciences, Business administration or relevant field required;
Work Experience	<ul style="list-style-type: none">▪ Minimum 1 year relevant work experience▪ Exceptional communication and interpersonal skills;▪ Excellent computer skills, including Microsoft Office;▪ Significant hands-on experience with industry-specific software;
Language skills	Good written and verbal language skills in Mongolian and English;
Other	<ul style="list-style-type: none">▪ Collaborative working style and team-player attitude;▪ Highly motivated with a strong work ethic;▪ Reliable, trustworthy, and committed to team's success;▪ Outstanding organizational skills and ability to prioritize tasks;▪ Able to thrive in a high-volume, deadline-driven work environment;▪ Able to travel frequently in the field;

D. CONTRACT DURATION

The initial duration of the consultancy service rendered is **12 months** with a probationary period of **3 months**. Contract is extendable on annual basis subject to satisfactory performance.