

TERMS OF REFERENCE FOR EMPLOYMENT SERVICES OFFICER (ESO)

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: Employment Services Officer (ESO)
4. Contract duration: Beginning: March 2019 End: March 2020	4.1 This position reports to: Project Coordinator
5. Project Background: The Mongolia Employment Support Project aims 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:	The Employment Service Officer (ESO) will be acting as the main technical focal point in the Project Implementation Unit (PIU) for the effective implementation of the project's component 1 "Supporting client-centric public employment services".
Responsibilities and tasks to be performed:	
<ul style="list-style-type: none"> - Managing and supporting the successful administration and effective delivery of the project's component 1 "Supporting client-centric public employment services" and ensuring necessary linkages with other project activities; - Supporting the Procurement Officer in developing terms of reference (TORs), and selecting contractors for the upgrading of labor and social welfare offices; conducting a functional review of employment services; the development and implementation of streamlined work organization and service standards; an in-depth review of IT-Based job-matching system etc - Working closely with selected consultants and supporting their day-to-day work, and monitoring that their work is meeting requirements; - Developing time-bound action plans along with cost estimates for the component 1 and supporting the execution of the approved plans; - In collaboration with the M&E Officer, monitoring the implementation progress of component 1, preparing progress reports as required and proactively addressing implementation issues; - Ensuring the adherence to environmental and social safeguards policies in the implementation of the component 1 activities by effectively supporting, training and mentoring staff on environmental and social safeguards and regularly monitoring the practical application of the Environmental and Social Management Framework on the ground; - Supporting and monitoring the implementation of component 1 in line with the Project Operational Manual and the World Bank (WB) guidance as required; - Performing any other tasks as reasonably assigned by the Project Coordinator. 	

C.REQUIREMENTS

Education	A master's degree in labor studies, social protection, economics or other relevant field.
Work Experience and Skills	<ul style="list-style-type: none">▪ At least 5 years of direct relevant professional experience;▪ Familiarity with labor and employment standards, regulations and procedures;▪ Knowledge of job matching, labor statistics and/or career guidance.
Language skills	High proficiency in spoken and written Mongolian and English
Computer literacy	High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills
Other	<ul style="list-style-type: none">▪ High professional and personal integrity.;▪ Excellent communication and interpersonal skills;▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies;▪ Ability to work both independently and collaboratively in a team;▪ Organizational skills and the ability to concurrently handle multiple assignments.

D. CONTRACT DURATION

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