

## Terms of reference for Labor Market Officer (LMO)

### 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: <b>Labor Market Officer (LMO)</b>
4. Contract duration: Beginning: Feb 2019 End: Feb 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 of this position:	<ol style="list-style-type: none"> <li>1. The Labor Market Officer (LMO) will be acting as the main technical focal point in the Project Implementation unit (PIU) for the effective implementation of the project's component 2 "Strengthening select labor market programs".</li> <li>2. The LMO will be acting as the main technical focal point for the effective implementation of sub-component 3.1 "Labor market monitoring and analysis".</li> </ol>
<b>Responsibilities and tasks to be performed within the key duty 1:</b>	
<ul style="list-style-type: none"> <li>- Managing and supporting the successful administration and effective delivery of the project's component 2 "Strengthening select labor market programs";</li> <li>- Working closely with the Employment Promotion Fund (EPF) and Labor and Social Welfare offices and ensuring the necessary linkages with other project activities and timely information flow to the PIU;</li> <li>- Supporting and monitoring the executing agencies during implementation of component 2 in line with the relevant government regulations and World Bank (WB) guidance where applicable;</li> <li>- Working closely with selected consultants and supporting their day-to-day work, and coordinating with the relevant agencies to monitor that their work is meeting requirements;</li> <li>- Supporting the EPF and relevant agencies in improving their existing monitoring and reporting systems and ensuring adequate monitoring of the PDO and intermediate results indicators;</li> <li>- In collaboration with the M&amp;E Officer, monitoring the implementation progress of component 2, preparing progress reports as required and proactively addressing implementation issues;</li> <li>- Ensuring the adherence to environmental and social safeguards policies in the implementation of the component 2 activities by effectively supporting, training and mentoring relevant staff on environmental and social safeguards and regularly monitoring the practical application of the Environmental and Social Management Framework on the ground;</li> <li>- Performing any other tasks as reasonably assigned by the Project Coordinator.</li> </ul>	

**Responsibilities and tasks to be performed within the key duty 2:**

- Managing and overseeing the successful administration and effective delivery of the project’s subcomponent 3.1 “Labor market monitoring and analysis” and ensuring necessary linkages with other project activities;
- Working closely with LSPRI during implementation of subcomponent 3.1 and ensuring that the implementation of the subcomponent is in line with the relevant government regulations and WB guidance where applicable;
- In collaboration with the M&E Officer, monitoring the implementation progress of subcomponent 3.1, preparing progress reports as required and proactively addressing implementation issues;
- Supporting the Procurement Officer in developing terms of reference (TORs), and selecting contractors for select assignments;
- Working closely with selected consultants and supporting their day-to-day work on the conceptualization and production of labor market monitoring and analysis products, dissemination activities, field work required for the impact evaluation and capacity building for the LSPRI staff; and monitoring that their work is meeting requirements;
- 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 & skills	<ul style="list-style-type: none"> <li>▪ At least 8 years of directly relevant professional experience;</li> <li>▪ Knowledge of government employment policies and procedures;</li> <li>▪ Experience in planning and implementing employment and social sector programs;</li> <li>▪ Familiarity with principles of public private partnerships would be an advantage</li> </ul>
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"> <li>▪ High professional and personal integrity;</li> <li>▪ Excellent communication and interpersonal skills;</li> <li>▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies;</li> <li>▪ Ability to work both independently and collaboratively in a team;</li> <li>▪ Organizational skills and the ability to concurrently handle multiple assignments.</li> </ul>

**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.