

## **EMPLOYMENT SERVICES OFFICER (ESO)**

Project number: P159215

Project name: Mongolia Employment Support Project (MESP)

Project aim: To provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities.

Organization name: Ministry of Labor and Social Protection

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.

Closing date: 17:00 p.m, December 1<sup>st</sup> 2017

### **Duties and responsibilities:**

The Employment Services Officer 's duties and responsibilities include, but are not limited to, the following:

- 1) Acting as the main technical focal point in the Project Implementation Unit (PIU) for the effective implementation of the project's component "Supporting client-centric public employment services".
  - Managing and supporting the successful administration and effective delivery of the project's component "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.

### **Selection criteria:**

Among other criteria, the successful candidate should be holding:

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"> <li>- At least 5 years of direct relevant professional experience;</li> <li>- Familiarity with labor and employment standards, regulations and procedures;</li> <li>- Knowledge of job matching, labor statistics and/or career guidance.</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>

**Submission of application:**

Please apply along with your detailed curriculum vitae, cover letter and recent passport-size photo to Room #304, the Employment Policy Implementation and Coordination Department of the Ministry of Labor and Social Protection of Mongolia no later than 17:00 p.m, December 1<sup>st</sup> 2017. The position applied for should be clearly written on the A4 size envelope.

Only short-listed applicants will be contacted for interview.