

LABOR MARKET OFFICER (LMO)

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 st 2017

Duties and responsibilities:

The Labor Market 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 2 "Strengthening select labor market programs".
 - Managing and supporting the successful administration and effective delivery of the project's component 2 "Strengthening select labor market programs";
 - 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;
 - 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;
 - 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;
 - 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;
 - In collaboration with the M&E Officer, monitoring the implementation progress of component 2, 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 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;
 - Performing any other tasks as reasonably assigned by the Project Coordinator.

- 2) Acting as the main technical focal point for the effective implementation of sub-component 3.1 "Labor market monitoring and analysis".
 - 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.

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 & skills	<ul style="list-style-type: none"> - At least 5 years of directly relevant professional experience; - Knowledge of government employment policies and procedures; - Experience in planning and implementing employment and social sector programs; - Familiarity with principles of public private partnerships would be an advantage.
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.

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 1st 2017. The position applied for should be clearly written on the A4 size envelope.

Only short-listed applicants will be contacted for interview.