

## Introduction

The European Union supports Mongolia's efforts in boosting employment and improving transparency in public finances with a grant of €50.8 million. This is the first budget support programme in Mongolia, and will also address the social and economic consequences of the COVID-19 pandemic. The UNDP, FAO and ILO are jointly implementing a technical cooperation project SDG-Aligned Budgeting to Transform Employment in Mongolia.

The programme will support the Government of Mongolia in implementing reforms, notably its employment policy and its public finance management sectors, including tax reforms. It will help improve skills for employability, promote decent work and formal employment, mobilise domestic resources, increase spending effectiveness and strengthen state and non-state actors' ability to oversee public finance management. As part of this programme, the EU is partnering with the United Nations Development Programme, the United Nations Food and Agriculture Organization and the International Labour Organization to deliver a €7.4 million technical assistance project. It will focus on transparency and oversight of the budget as well as employment creation in the non-mining sectors for youth and for persons with disabilities.

The International Labour Organization is managing the Component D of this project focusing on effective application of international labour standards by strengthening institutions of work, with two objectives of that (i) Regulatory frameworks aligned with international labour standards and (ii) Compliance boosted through strengthened capacity of labour inspection system. The project Component D is implemented by ILO in partnership with the Ministry of Labour and Social Welfare, workers' and employers' organizations and civil society organizations. ([https://www.ilo.org/beijing/what-we-do/projects/WCMS\\_767415/lang--en/index.htm](https://www.ilo.org/beijing/what-we-do/projects/WCMS_767415/lang--en/index.htm)) This project is until March 2024.

Moreover, the EU is also supporting the ILO project for Trade and Decent work, which is managed globally by the ILO and implemented with the tripartite constituents in Mongolia. The project's focus is to promote fundamental principles and rights at work, including the elimination of workplace violence and harassment. This project is ending on December 31, 2022.

ILO is a UN specialised agency bringing together governments, employers and workers of 187 member States since 1919, to set labour standards, develop policies and devise programmes promoting decent work for all women and men. ([www.ilo.org](http://www.ilo.org))

This job description of Project Communication Officer NOA was developed based on the ILO generic job description to support deliverables under the project Component D. The Communication Officer will report to the National Project Manager of Component D.

Entry level salary for this position is XXX.

## Description of Duties

As a team member, the Communication Officer provides professional services for the efficient, effective and client-oriented delivery and administration of a range of communication and information products and services for the SDG-Aligned Budgeting to Transform Employment in Mongolia project and Trade for Decent Work project, and work under the guidance of the National Project Manager ensuring close coordination with the ILO National Coordinator in Mongolia and the Communication officer in CO-Beijing. The incumbent participates in the development and implementation of the project communication plan and activities that are aligned with the ILO

communication strategies at national and/or regional and global levels and support the Office's promotion and advocacy efforts.

1. Provide professional services to the supervisor for the development and delivery of quality, timely and widely accessible communication and information products and services using a range of multimedia and communication platforms. Provide inputs or develop ILO National Coordinator for Mongolia Office and project communication plans in accordance with the ILO communication strategic priorities. Closely liaise and collaborate with the communication officer of ILO Country Office for China and Mongolia on communication works.
2. Identify communication and information needs and priorities and provide technical advice to the project manager and other relevant ILO staff on appropriate communication approaches and develop products to best reflect key messages and target different audiences.
3. Commission, research, write, edit and/or translate from/to the Mongolian language audience-specific communication and information products, including news releases, comment pieces, feature stories, fact sheets, brochures, talking points and speeches that communicate persuasive, evidence-based and solution-oriented messages.
4. Implement the documentation services, maintenance and updating of websites, databases and web content management systems (WCMSs), upload web page news to the ILO website ensuring consistency of information and compliance with applicable standards in coordination with the communication officer of ILO Country Office for China and Mongolia.
5. Organize press conferences, media interviews and other public information events to raise awareness of the ILO project activities and ILO work in Mongolia and results. Respond to a range of inquiries on the activities of the Office.
6. Conduct surveys, monitor websites and social media platforms and use metrics to measure and evaluate the effectiveness of communication activities and guide and formulate future communication strategies. Prepare related reports.
7. Keep abreast of changes to applicable standards, best practices and technologies.
8. Prepare information notes on key issues and developments and follow up as required.
9. Perform other relevant duties as assigned.