



## INTERNATIONAL LABOUR OFFICE

### Technical Cooperation Programme

#### VACANCY ANNOUNCEMENT

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### JOB DESCRIPTION

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#### GENERAL INFORMATION

Title of post:	National Project Coordinator
Project title:	Promoting Livelihoods for Persons with Disabilities
Level:	National Officer A
Duration of appointment:	12 months, based on 6 months probation period
Duty station:	Ulaanbaatar- Mongolia

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The national Project Coordinator will be responsible for the day-to-day management and implementation of the Project **“Promoting Livelihoods for Persons with Disabilities: Enhanced Skills for Employability and Policy Application”**, including liaison with and overseeing the input of all partners; ensuring that the project is implemented according to the agreed timetable; and reporting on progress, and seeking necessary technical advice and support. The Official will also be responsible for making contacts with the ministries and provincial partners, banks and microenterprise support services available. He/ She will liaise with media, the press and television. The official will work under the overall supervision of the Director - ILO Office for China and Mongolia (ILO Beijing) with technical backstopping provided by Bangkok and Geneva offices.

#### **Duties and Responsibilities:**

##### Project Management

- Initiate project implementation with sound design of project interventions, good quality outputs, work plan, timely achievement of the project objectives, implementation of implementation reports and documented learning;
- Liaise with Ministry of Social Security and Labour (MSWL) and other project partners, for the formulation of action programmes for employment and employability of PWD;
- Develop action plan with MSWL for organising training on legislation determining geographical coverage;
- Effective implementation of the Project through timely and effective delivery of activities in close collaboration with national and provincial level project partners and consultants;
- Provide or organise technical assistance and training for any national and local advisory committee(s) established for the Project, including preparation of advocacy and training materials;
- Cooperate and consult closely with project stakeholders including government agencies, workers' and employers' organizations, NGOs and DPOs, the target groups and the concerned ILO units, in the planning and implementation of all activities under the Project;
- Exchange information required for project implementation with the relevant ILO colleagues and other UN agency personnel as appropriate, with a view to contributing to the work of UN agencies on disability.

- Identify needs for technical guidance on disability issues among national programme partners and constituents and arrange for the provision of such guidance, in collaboration with Bangkok and Geneva ILO.
- Integration of gender perspective and promotion of gender equality in all aspects of the project;
- Design and organise project activities in the field, including training, research, capacity building, awareness-raising and provincial-level interventions;

#### **Financial and Administrative support**

- Guide and supervise personnel and activities of the Project office, and national consultants in design, delivery and reporting of project activities;
- Control project budget, prepare financial reports, in close consultation with finance unit of ILO Beijing Office;
- Ensure that all reports are submitted on a timely basis and are of a high professional standard and in accordance with ILO guidelines;
- Carry out other duties as may be assigned by the Director of ILO Office for China and Mongolia.

#### **Networking and partnership**

- Coordinate tripartite constituents (government, workers' and employers' organisations); NGO/DPO; research institutes; press and television etc participation in project activities;
- Coordinate with other UN agencies, concerned ILO field offices and other ILO projects whose objectives are closely linked to those of this Project;
- Initiate contact with universities, research institutes and other relevant organizations in Mongolia to build linkages between NGOs/DPOs in relation to disability issues

#### **Qualification Required:**

<u>Education:</u>	University degree in a relevant field.
<u>Experience:</u>	Three years of project management and professional experience at the national level in development, vocational skills training or vocational rehabilitation/disability; Work with organizations of persons with disabilities is an advantage
<u>Languages:</u>	Excellent writing and communication skills in both English and Mongolian
<u>Nationality:</u>	Mongolian

#### **Application**

Please submit your application letter with CV in English, no later than 19 March 2010

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