

Vacancy Notice

Mongolia EITI Secretariat announces a vacancy notice for Communication officer

a. Background

To increase a transparency and accountability in extractive industry, the former UK Prime Minister Tony Blair has announced the Extractive Industries Transparency Initiatives (EITI) at the World Summit on Sustainable Development in Johannesburg, RSA in September 2002. The EITI aims to increase a transparency on how much tax do mining companies pay to the government on one side and on other side how much revenue from mining companies is received by Government of countries in which the companies do operate.

A mining sector has become a major contributor to Mongolia's economy last years, especially when the country discovered several world class mining deposits. Therefore the implementation of the EITI is playing a key role in strengthening resource revenue management and transparency. In 2007 Mongolia joined to the EITI after they completed a preparatory work in terms of review the EITI and introduced a necessary legal framework in 2005-2006. On 19 October, 2010 the EITI global board announced Mongolia as the forth EITI complaint country globally after they completed the validation process and issued several EITI reports.

For continuity of EITI activities and further improving an effective dialogue and engagement among stakeholders: private sector, the Government and CSOs/the public, an effective communication and a broader public awareness become crucial at this stage.

b. Objectives

The overall objective of this is to assist Mongolia EITI to improve the effectiveness of their communication and continuous engagement with its stakeholders and the public that support improved development outcomes of EITI activities and improved transparency in extractive industry sector in Mongolia. Specifically, the communication person will be responsible for supporting the EITI Secretariat in reviewing Mongolia EITI Communication strategy, for translating into and implementation of the Communication program. He or She will undertake a package of communication activities as core part of EITI secretariat operation.

c. Scope of work

The consultant will work under the guidance of the EITI coordinator. He or She will support the program coordinator; implement the Work plan under Mongolia EITI Communication Strategy
Major ground works to be carried out:

- Develop stakeholders mapping, undertake a survey and analysis of citizen's awareness and knowledge about EITI to have a better understanding of the need and the concerns.
- Revise the EITI communications strategy and develop the Work plan to operationalize the communication strategy as core part of EITI activities in Mongolia.
- Develop communication platforms and mechanisms for systematic publicity about EITI in Mongolia and other related issues in terms of transparency in extractive industry and encourage a public awareness and public participation in EITI in Mongolia.
- Develop communication tools and products including further development of the EITI web site that promote and inform stakeholders and the public on the EITI and other related activities on regular and continued basis.

- Support the National Council, the Multi-stakeholder Working Group, and the Secretariat for their effective consultation, meeting and constructive dialogue in various levels.

Major Deliverables

- Report of the public survey and stakeholder analysis
- A revised Mongolia EITI communication strategy and the work plan
- A developed set of communications tools, platforms and channels created by using ICT and also through potential partnerships with the media and other institutions
- Enhanced communication products: online content and platform (the EITI web site), brochures, media products, stories, interviews and videos etc.,
- A public summary of major policy documents and operations taken or led by the Government and the National Council for EITI Mongolia and global EITI secretariat
- A media monitoring system
- Capacity building activities for the stakeholders and the media etc.

Qualification requirements

- Academic background and a minimum of 3 years professional experience in public relations and public communications
- Ability and experience to establish media and public communications channel and databases, and stabilize its procedures
- Previous experience working in or a good knowledge of economics, finances, extractive industries
- Professional experience and collaboration with Mongolian major broadcasting institutions an advantage;
- Experience working with different stakeholders including Government and civil society
- Excellent written and verbal skills in English, and the ability to translate from English to Mongolian and from Mongolian to English.
- It is preferred that the consulting team has a member with experience in public awareness campaign design and have experience working with international organizations, projects, programs, government and non-government organizations, and the private sector;
- High integrity and accountability, and the ability to work well within a small team.

Interested applicants with the above qualifications, please submit the following documents:

1. Your letter of interest along with the Curriculum Vitae (with a recent photograph)
2. Copies of University Diploma and certificates (notarized)
3. Reference letters from last two employers.

Please submit application not later than October 31, 2011 to: Mongolia EITI Secretariat, Room#512, Tuushin Office Building, Amar Street, Sukhbaatar District, Ulaanbaatar, Mongolia, Tel: 976-70110525, Fax: 976-70110155, Web: www.eitimongolia.mn
(Only short listed candidates will be contacted)