



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Junior Consultant** – Coordinate, develop and produce visibility and outreach material for the project Strengthening Mongolia's Efforts to prevent and respond to human trafficking.

Duty Station : Ulaanbaatar, Mongolia (homebased with possible office work)

Type of Appointment : 6 months

Estimated Start Date : February 20th, 2021

Established in 1951, IOM is the United Nations Migration Agency dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Mongolia is a source and destination country for men, women and children subjected to trafficking in persons for the purpose of forced labour and sexual exploitation. Human trafficking within Mongolian borders is also a problem with thousands of women and children estimated to be trafficked every year from rural communities into cities and/or abroad. In Mongolia, IOM is implementing the project 'Strengthening Mongolia's Efforts to Prevent and Respond to Human Trafficking' to help the Government of Mongolia (GoM) consistently identify and protect victims through a set of mutually reinforcing activities centred on communication and outreach, migrant empowerment, data collection and information sharing, capacity building trainings for government officials and stakeholders, and victim direct and reintegration assistance.

A key-aspect of the project is the production of coherent visibility material to further echo outreach initiatives and improve project partners' internal communication and increase the general public's awareness on the impact that project initiatives are having vis-à-vis counter-trafficking response in Mongolia. Part of this visibility material will be the production of case studies (i.e. stories of success encountered during project implementation, focused on project direct beneficiaries, implementing partners, and other stakeholders) to provide an in-depth analysis of aspects of change and development brought about by the Project interventions.

Responsibilities:

1. Under the overall supervision of the Chief of Mission of IOM China and Mongolia, the direct supervision of the IOM Counter-Trafficking Project Officer and in coordination with the IOM Senior Project Assistant, the incumbent will be responsible to produce visibility and outreach material related to the project and to other counter-trafficking initiatives undertaken by the office, in addition to ongoing support.

Deliverables (to be completed by 31 July 2021):

Tasks to be performed throughout the consultancy duration:

- a) Develop monthly project updates and bulletins;
- b) Develop and produce the annual project newsletter;
- c) Produce and review project information material (leaflets, posters, vertical rolls etc);
- d) Produce press releases and social media content related to all project activities, including additional background information when requested by the Project Officer/ Senior Project Assistant (e.g. relative data summed up in infographics, short visual

- analysis etc);
- e) Ideate and produce stories of success encountered during project implementation and focused on project direct beneficiaries, implementing partners, and other stakeholders.
 - f) Coordinate with translation and printing company to secure timely printing of necessary project material.
 - g) Under guidance of the project officer and assistant, organize the NGO Network meetings;
 - h) Perform translation of visibility and other project-related materials (ENG-MON and MON-ENG)
 - i) Perform any other duties as assigned by the Project Officer and the Senior Project Assistant.

Education

- Completed a minimum bachelor's degree (or equivalent university degree) in Communications, Law, Political Science, Social Science, Policy Studies, International Relations, Development;

Experience

- Minimum 1 year of experience in communication, public relations and/or related fields including advertising, management consulting, and social media management;
- Previous work experience and/or understanding of Mongolian Trafficking context, previous work experience in working with governmental and non-governmental institutions and representatives in charge of counter trafficking in person would be a distinct advantage, as well as previous experience working in an international organization
- Excellent command on the office package, especially publisher, power point word and of other graphic design programs (which may be assessed through a short test);

Languages:

- Fluent in Mongolian and English and have excellent writing skills (which may be assessed through a short test);

How to apply:

Interested and qualified applicants should please:

- a) Submit their detailed CV and Motivation letter, Samples of previous communication work the incumbent contributed to develop (optional but highly recommended) via email to IOM Ulaanbaatar at: iomubadminhr@iom.int, copying to mserdyanjiv@iom.int.
- b) Mark the subject line of your application with "**Application for Junior Consultancy - visibility and outreach material**".
- c) Send application on or before **1 February 2021**. Late or incomplete applications will not be accepted.

Note: Only shortlisted candidates will be contacted. Please do not contact us to enquire about the ongoing recruitment process.