

VACANCY NOTICE

COMMUNICATIONS SPECIALIST

Adam Smith International Mongolia LLC is a wholly owned subsidiary of Adam Smith International. It was established in 2014, responsible for leading business development and project delivery in Mongolia. The subsidiary company is responsible for portfolio of projects funded by international bi-lateral and multi-lateral development partners. Our team is engaged in business development, project management and consulting activities across a range of sectors including extractive industry and infrastructure development.

The Program

The Government of Mongolia and the Government of Australia have partnered for the Australia Mongolia Extractives Program 2 (AMEP 2) to assist Mongolia to sustainably manage its resource-led growth. The end of program outcome of AMEP 2 is to improve the investment environment for the extractives sector in Mongolia. AMEP 2 is working towards this goal by developing partnerships with relevant government ministries and agencies, the private sector and civil society. AMEP 2 is funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented by Adam Smith International (ASI). The program will be implemented until 31 March 2024.

The Position

AMEP 2 is currently implementing its' Annual Work Plan for the fiscal year running from July 2022 to June 2023. The program is seeking a part-time Communications Specialist who will contribute by supporting AMEP 2 activities and more specifically "Monitoring on Gender and Human Rights Training Program and Evaluation of Progress" activity. It will be the responsibility of the Communications Specialist to develop and implement a creative marketing plan to increase uptake of the on-line program, ensure visibility and extend outreach of target audiences.

Key tasks:

The Communications Specialist through the course of the consultancy will be expected to work on any of the following areas:

- Conduct a rapid assessment of communication, awareness raising and marketing needs for the e-learning program, taking into consideration its target market and audiences (mining companies, associations, government, universities, or others) and other factors that affect its ability to uptake new on-line users;
 - Develop communication, marketing and an awareness raising plan and implement the plan to increase uptake and benefits of the e-learning program amongst broader audience;
 - Ensure that monitoring and evaluation indicators are met and that stories of success are documented/recorded and shared publicly;
 - Identify key opportunities and linkages for sustaining the e-learning program to ensure open accessibility and use of the program post-AMEP 2 (June 2023)
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- Work closely with AMEP 2 team members to develop key communications tools and products (e.g., impact stories, key messages, newsletter input, infographics, interviews, articles, and case studies) for dissemination and distribution;
- Monitor news and social media coverage on the extractives sector and collect AMEP 2 activity related news to feed into the programs monitoring and evaluation framework; and
- Any other communication related tasks as required.

Skills and experience required:

- A degree in Communication, Public Relations, Journalism, Media
- Strong experience in the development of communication strategies, planning and analysis of communication activity effectiveness;
- Strong experience in the development and implementation of key communications messages, tools and products;
- Ideally should be tech/digital savvy with innovative and creative communications ideas ready for implementation;
- Ability to approach and bridge communications from an integrated approach that is inclusive of marketing, public relations, and engagement;
- Understanding of community engagement, gender inclusion and human rights methodologies in light of communications and media relations;
- Ability to manage communications risks;
- Experience in communications and public relations for the mining sector is preferred;
- Excellent English and Mongolian language skills.

Terms of the assignment:

The assignment is part-time role. The duration of the assignment is from **November 2022 to June 2023.**

How to Apply

Adam Smith International kindly invites interested individuals to submit their applications (cover letter and detailed CV in English) to **solongo@amep.mn**. The deadline for submission of applications is **Friday, 21st October 2022.**

Please note – This is locally recruited part-time position. Only shortlisted candidates will be contacted.