

**VACANCY ANNOUNCEMENT**

# **PGS/Communications Officer**

**ADRA Mongolia is currently seeking a dynamic and experienced candidate to perform as the** participatory guarantee system/communications (PGS/Communications) Officer **for** “Upscaling Partnership for Organic Agriculture” (UPOAg) project to be implemented in Selenge and Darkhan-Uul provinces, Mongolia with funding from the Federal Ministry for Economic Cooperation and Development (BMZ) of Germany from 1 August 2023 to 31 December 2026. The project goal is to improve the livelihood of small-scale farmers and agricultural cooperatives through upscaling their certified production, increasing their market access and promoting enabling environment for the sustainable development of the organic sector using multi-actor platform approach.

# **Job Summary**

The PGS/Communications Officer is a full-time position based in Ulaanbaatar, responsible for coordinating the multi-stakeholder platform at local, provincial and national levels and developing productive dialogues among stakeholders towards nurturing enabling environment for the organic sector, organic value chain and being responsible for organic certification under the supervision and guidance of the Project Manager.

***Main Duties:***

* Collaborate with the multi-actor platform and coordinate/assist in core group and steering committee activities
* Organize multi-actor forums, workshops, and meetings at local, provincial and national levels
* Develop and maintain relationships with local, provincial and national authorities, SMEs, NGOs, banks and cooperatives
* Assist/promote common vision among organic stakeholders for strengthened structures at local, provincial and national levels for organic agriculture
* Do PGS registration, documentation, coaching of organic farmers in organic certification and collaborate towards simplification of the organic food registration system
* Promote marketing of organic and off-season value- added products through advocacy and lobbying with support of MAP
* Do oral translation during the meetings and discussions when necessary
* Prepare monthly, quarterly, annual project reports for the Project Manager
* Perform a variety of other duties as required

***Qualifications:***

* Bachelor’s degree in BMA, economics, law, public relations and/or related field
* Fluency in written and spoken English is required
* Proven experience of partnership & networking with authorities, international NGOs, SMEs, banks, cooperatives
* Proven communication, negotiation, persuasion and conflict resolution skills
* Proven skills of conducting leadership and advocacy training
* Strong critical thinking, problem solving, coaching and mentoring skills
* Practical knowledge of agriculture sector and organic agriculture of Mongolia
* Practical knowledge and experience working with primary and secondary cooperatives
* Practicing creativity & continuous innovation
* Excellent working knowledge of Microsoft office software and other required programs
* Able to travel to the field frequently
* Previous working experience for international development organizations is an asset
* Full compliance with ADRA’s values, principles and work standards

Interested candidates should send the following documents to hr@adra.org.mn or ADRA Mongolia office:

* One page cover letter explaining the interest in and suitability for the position
* CV highlighting the required qualifications and criteria
* Names and contact information of 2 professional references including previous employers
* ADRA job application form, to be downloaded from http://adra.org.mn/join-our-team/. Ensure all sections are fully answered.

***Only short-listed candidates will be contacted. No phone calls accepted.***

ADRA Mongolia office: 401 Palazzo Building 8, Khoroo #1, Tokyo Street, Bayanzurkh District, Ulaanbaatar city.

*ADRA Mongolia is a faith-based, non-profit organization active in Mongolia since 1994 in the fields of food security, disaster management, health, education and economic development. ADRA Mongolia aims to provide development and relief services to people in need regardless of race, gender, political, ethnical or religious background.*