

## **VACANCY NOTICE**

### **COMMUNICATIONS ADVISER**

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**

The AMEP 2 program is seeking a part-time Communications Adviser who will support and contribute to the development of communications and awareness content and materials, based on activities and sector developments. This position also includes the management of AMEP 2's digital platforms and other communication channels.

#### **Key tasks:**

The Communications Adviser through the course of the consultancy will be expected to work on any of the following areas and not limited to:

- Implementing the AMEP II Communications and Engagement Strategy;
  - Will produce communication products for AMEP 2 activities in both English and Mongolian (e.g., newsletter, article, infographic, success story, interview, video, and social media post);
  - Engage with traditional and non-traditional media outlets (national and international) (e.g., website, TV, newspaper, magazines, events, trade shows etc);
  - Lead the dissemination of evidence-based results and lessons learned through the development of high-quality communications pieces;
  - Maintain an appropriate AMEP II presence on social media platforms (in close coordination with the Australian Department of Foreign Affairs and Trade (DFAT)); including the development of content and website management;
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- Work closely with AMEP 2 team members and other key stakeholders to continue to foster collaborative relationships and develop timely communication materials and knowledge products;
- Attend team meetings when required and proactively engaging with the team to identify key messages, contents, results, and lessons learned;
- Support and prepare briefings, speeches, presentations as required (e.g., key messages, presentations);
- Contribute to the program reporting, reviews and ensure the quality and content of communications outputs that adhere to donor requirements;
- Work closely with DFAT to increase the visibility and awareness of AMEP 2 and its contribution to the extractives sector;
- Incorporate in the Communications and Engagement Strategy/Plan mechanisms to manage feedback and complaints in a timely and responsive manner;
- Manage the media training of AMEP staff, consultant and subcontractors, as required;
- Managing any crisis communication incidents, working closely with the Head of Program and Program Manager;
- Any other communications related tasks as required by the program.

#### **Skills and experience required:**

- A degree in Communication, Public Relations, Journalism, Media;
- Strong experience in writing articles, newsletter and other communication materials for both English and Mongolian audience;
- Experience in the development and implementation of key communications messages, tools, and products;
- Ability to approach and bridge communications through an integrated approach that is inclusive of marketing, public relations, outreach, and engagement;
- Ability to take technical concepts and complex ideas and present them in plain language;
- Experience in the planning, implementation and analysis of communication activities and their effectiveness;
- Ability to manage communications risks;
- Experience in communications and public relations for the mining sector is preferred;
- Ideally should be tech/digital savvy with innovative and creative communications ideas ready for implementation;
- Excellent English and Mongolian language skills.

#### **Terms of the assignment:**

The assignment is depending on the applicant either part-time or full time role. The duration of the assignment is from **April 2023 to March 2024.**

#### **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](mailto:solongo@amep.mn)**. The deadline for submission of applications is **Wednesday, 24<sup>th</sup> February 2023.**

Please note – Only shortlisted candidates will be contacted.

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