

## **TERMS OF REFERENCE (ToR)**

### **JOB TITLE: ADMINISTRATIVE OFFICER**

Organization: International Think Tank for Landlocked Developing Countries  
Contract type: Service Contract  
Duration: six months (with possibility of extension based on satisfactory performance)

#### **1. Background**

The International Think Tank for Landlocked Developing Countries (ITLLDC) is an intergovernmental organization headquartered in Ulaanbaatar. The ITT is aimed at providing support for strategic interventions to enhance the development prospects of all LLDCs including Mongolia. The ITLLDC signed a Host Country Agreement with the Government of Mongolia on April 12, 2019, which defines the legal status of the ITLLDC in the Host Country of Mongolia and sets out the privileges and immunities granted by the Government of Mongolia to the ITLLDC in the host country with the view to effectively support its functions and operations.

Lack of territorial access to the sea and remoteness from major growth poles and markets is often translated into high transport and transit costs for LLDCs. These additional costs impose severe constraints on socio-economic development, including on country competitiveness and human development outcomes. In Mongolia's case, the economy continues to be heavily influenced by its neighbours and therefore extremely vulnerable to their economic performance. As a landlocked country, Mongolia and the other LLDCs need to look beyond their immediate neighbours and diversify their sources and destinations of imports and exports. Greater engagement in regional and global trade, better management of transport and transit arrangement and sharing knowledge and experiences will be critical.

The ITLLDC will provide a platform for such knowledge sharing, support for Intra-LLDC collaboration and other South-South engagement as well as for global cooperation. The idea of establishing a think tank for LLDCs originates in the International Ministerial Conference of Landlocked and Transit Developing Countries and Donor Countries and International Financial and Development Institutions on Transit Transport Cooperation, held in Almaty, Kazakhstan in 2003.

The overall goal of the International Think Tank is to use a top-quality research and advocacy to improve the ability of landlocked developing countries to build capacity with a view to benefiting from the international trade including multilateral trade negotiations, with the ultimate aim of raising human development and reducing poverty. It is the first intergovernmental institution headquartered in Mongolia and has great political importance for LLDCs' position on the international arena.

The International Think Tank for LLDCs has following main outputs:

- Substantive outputs delivered in form of research papers on special issues and challenges facing by LLDCs and used for policy debate;
- Research papers and reports are to be introduced at the events (seminars, workshops and lectures) and used for policy making;
- Strengthening the financial capacity of the ITTLLDC;
- Enhancing the network of the ITTLLDC;
- Drafting and improving internal documents and regulations for management;
- Strengthening capacity of LLDCs' human resource;

Outputs will be demonstrated by:

- Strengthened capacities in knowledge;
- Availability of tools and best practices;
- Enhancement of institutional framework (legal and technical);

The Administrative Officer will work under the direct supervision of the Executive Director. The Administrative Officer will provide support to daily operation and research works of the ITTLLDC.

## **2. Tasks and responsibilities**

The Administrative Officer will work within but not limited to the following objectives of the ITT under the direct supervision of the Executive Director:

- a) Producing and disseminating research and studies on trade-related topics, aid-for-trade, transport and transit, as well as databases on issues of interest to landlocked developing countries;
- b) Promoting cooperation between landlocked developing countries with a view to strengthening their analytical capacity in key areas of transit transport, infrastructure investment, aid and trade facilitation, trade negotiations, poverty reduction and economic growth;
- c) Sharing information, networking with a view to coming up with a better understanding of challenges facing landlocked developing countries;
- d) Contributing to the formulation of strategies and policies aimed at the effective implementation of the Vienna Programme of Action through analytical studies and research on key issues;
- e) Fostering convergent views and approaches among landlocked developing countries with respect to global economic issues of interest to landlocked developing countries, such as effects of the global economic and financial crisis, climate change and food security;
- f) Establishing continual relationships with international organizations, including the United Nations system agencies and development partners with a view to mobilizing awareness of special needs of landlocked developing countries and financial and technical resources for the implementation of the research project;

- g) Making available to all landlocked developing countries, development partners and other partner research institutions, publications, research results and studies for the use and benefit of landlocked developing countries;

### **3. Detailed duties and tasks**

#### Research/ studies

- Substantive input study papers/ research work on the case of development in general, trade related issues of LLDCs, especially LLDCs in the region of Central Asia;
- Substantive input to an evidence-based diagnosis on the specific and common issues faced by the LLDCs to propose solutions to the problems of LLDCs;
- Substantive input studies on sustainable development approaches for further implementation in LLDCs;

#### Office Management

- Work on the website, Facebook and Twitter content;
- Administration of the main e-mail account and takes follow-up actions;
- Takes minutes of meetings and conferences and submits them within 72 hours after the meeting;
- Provides substantive input to the organization of conferences and workshops to be held in and out of Mongolia by the ITT, ensuring logistical arrangements;
- Participates in meetings and conferences with stakeholders when required;
- Provide input to development of documents in English and Mongolian;
- Check the quality of all translations carried out by external parties when necessary;

#### Other activities

- Be able to work stable and ensures quality of products on timely manner;
- Any other duties as required by the Executive Director and Director of Operations;

### **4. Expected outputs and deliverables**

The Administrative Officer will submit the deliverables listed below to the Executive Director.

- a) A work plan with detailed activities and timeline of respective activities will be prepared in consultation with the Executive Director within 5 working days after the contract is signed;
- b) Monthly progress reports based on the activities of the ITT;
- c) Quarterly progress reports based on the activities of the ITT;
- d) Annual reports based on the activities carried out during one year;

## **5. Contract Duration**

The contract duration is for six months. Renewal subject to satisfactory performance.

## **6. Required qualifications and experiences**

### **Education:**

- Bachelor or diploma in International Relations, Business, Economics and/or Law,
- Preferably master's degree in Economics, Business Administration or other related areas;

### **Experiences:**

- A minimum of five (5) years of work experience;

### **Qualifications:**

- Strong research, analytical and reporting skills;
- Knowledge on international political economy, international development and/or sustainable development is an asset;
- Strong sense of integrity and team working skill are essential;
- Good personal organisation, communication and interpersonal skills;
- Fluency in spoken and written English and
- High level of computer literacy (Microsoft, Excel and other software);
- Knowledge of Russian and Japanese will be an asset.

### **Core competencies:**

- Demonstrates a strong commitment to the ITTLLDC mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Integrity;

### **Functional competencies:**

#### Knowledge Management and Learning

- Promotes knowledge management at the ITTLLDC and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills;

#### Development and Operational Effectiveness

- Ability to provide analytical inputs to strategic planning, result-based management and reporting;
- Ability to implement new systems and affect staff behavioural/attitudinal change;

## Management and Leadership

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities.

Note: The present TOR may be adjusted and modified, without changing the overall objective and the scope of work, on the basis of consultations.

## **7. Approval**

This ToR is approved by: Mr. Damdin-Od Dulguun, Director of Operations, ITLLDC.

Signature: \_\_\_\_\_



Date of Signing: \_\_\_\_\_

2019.12.26