



Project Coordinator, Blue Banner

Starting date As soon as possible
Duration 3 years (full time), confirmed following 3 month trial period
Location Ulaanbaatar, Mongolia
Deadline April 15, 2021

About Blue Banner

Blue Banner is a Mongolian non-governmental organization established in 2005 to promote nuclear non-proliferation and Mongolia's initiative to turn the country into a nuclear-weapon-free zone (NWFZ). It is independent from the government or any of its agencies and does not depend on nor receive instruction or any financial support from the government. It believes that the government of Mongolia needs to promote more vigorously the policy of establishing and institutionalizing the concept of the single-State NWFZ. It also believes that independent NGOs and think tanks can make useful practical suggestions to the government on the ways and means of promoting the initiative, including the form and content of the future zone. To that end it undertakes special area studies and presents its findings and recommendations to the general public or the government as the case may be. It also organizes national and regional meetings to promote its goals. Blue Banner is active in sharing Mongolia's experience in successfully promoting its unique nuclear-weapon-free status, considered as an inspiring example of creatively addressing the issues of nuclear non-proliferation.

About GPPAC and the Ulaanbaatar Process

The main role of the Project Coordinator is to facilitate Blue Banner's cooperation as the Ulaanbaatar Focal Point of the Global Partnership for the Prevention of Armed Conflict (GPPAC), and particularly, the Ulaanbaatar Process. GPPAC is a network of civil society organisations working on peacebuilding and conflict prevention around the world. See www.gppac.net and gppacnea.org.

The Ulaanbaatar Process is a unique civil society dialogue for peace and stability in Northeast Asia. Coordinated by the GPPAC Global Secretariat (The Hague), GPPAC Northeast Asia Regional Secretariat Peace Boat (Tokyo), and Blue Banner, this process promotes effective regional Track 2 dialogue, seeking to strengthen the role of civil society as a complement to official processes, towards the development of an institutionalised regional peace and security mechanism for Northeast Asia.

Building on the recent momentum of events on the Korean Peninsula, the prime objective of this project is to increase the capacity and space for civil society organizations in the region, by lobbying for their key role in promoting lasting peace and stability, building their capacity to work together and with other relevant stakeholders (governments and international organizations) to

support the peace process on the Korean Peninsula, and ensure meaningful and sustained civil society participation in this process.

GPPAC and the Ulaanbaatar Process have recently been awarded a three year grant from the European Union, and the Project Coordinator will play a key role in implementation of related activities.

Tasks

The tasks of this role will include, amongst others:

- Organization of national and international meetings of the Ulaanbaatar Process and related activities including trainings
- Maintaining correspondence of Blue Banner with its national and international partner organizations
- Monitoring & Evaluation, including financial and narrative reporting relating to EU/GPPAC funds
- Translation of materials from Mongolian to English and vice-versa
- Participating in bilateral and project related meetings, including quarterly virtual Steering Committee meetings, and taking minutes (when required)
- Communications including cooperation in preparing newsletters, web reports and social media updates

Requirements

- Fluency in English and Mongolian. Knowledge of other regional languages, particularly Korean, Chinese or Japanese, will also be beneficial.
- High level of computer literacy, including ability to work with software related to organizing meetings including on-line
- Experience in administrative or secretarial tasks, preparing reports and project management
- Strong organisational skills, ability to multitask and work to deadlines
- Proactive, able to work independently, problem-solve and communicate well
- Relevant educational background (university level)
- Understanding of the civil society sector
- An interest in peacebuilding, disarmament and conflict prevention related issues, and in particular the Korean Peninsula and Northeast Asia

How to Apply

Please send your CV and a cover letter in English explaining your motivation and how you fit the requirements by email to Enkhsaikhan Jargalsaikhan (enkhee53@yahoo.com). We will only consider complete applications. The deadline to submit applications is April 15, 2021. Interviews with shortlisted candidates will take place during the week of April 19, 2021 by Zoom.