

14 February 2024

Terms of Reference: DW Akademie is looking for a Translator/ Project Officer (f/m/d) in Ulaanbaatar, Mongolia starting 4 March 2024, on invoice basis

Position:	Translator/Project Officer
Project Title(s):	“Voices for Change: CSOs join forces to advocate for Accountability, Transparency and Public Awareness” // 2024-26 (funded by EU), “Freedom of Expression and Media Development in Asia: Journalism of the Future” // 2024 (funded by BMZ)
Location:	Ulaanbaatar, Mongolia
Assignment period:	March 2024 – December 2024 (further assignments during 2025 and 2026 will potentially be commissioned)
Availability:	Up to 2 days per week (flexible time arrangements preferred)
Schedule:	Individually agreed with DW Akademie supervisor
Working Language(s):	Mongolian, English and/or German
Earliest starting date:	4 March 2024 (negotiable)
Contract:	Direct contract DW Akademie’s headquarters in Germany

I. Background

DW Akademie is Deutsche Welle’s center for international media development, journalism training, and knowledge transfer. Our projects strengthen the human right to freedom of expression and to independent decision making based on reliable facts and constructive dialogue. We stand for free media, free expression, and free societies worldwide.

Project(s)

In a partnership with the Media Council of Mongolia (MCM), the EU-funded project “Voices for Change - CSOs join forces to advocate for Accountability, Transparency and Public Awareness” (2023-26) is being implemented to strengthen Mongolian CSOs, raise their working standards and build public awareness for civil society concerns. The BMZ-funded project “Freedom of Expression and Media Development in Asia: Journalism of the Future” (only 2024) addresses challenges arising from changing media ecosystems, both in Mongolia and the region. MCM shall be supported to sustain its operations under such circumstances.

II. Scope of work

The applicant will have the following duties and responsibilities:

- Provide translation services for DW Akademie's in-country activities (oral and in writing).
- Work with DW Akademie's local team and partner organisations towards sound administration, project-tracking, monitoring, and evaluation.
- Handle project logistics (incl. acquisition of rooms, facilities and local services for trainings and other activities).
- Support in identifying and selecting local experts, consultants, and trainers.
- Network with local cooperation partners, stakeholders, and international media development organisations.
Monitor the current developments/state of media freedom in Mongolia and Central Asia.
- Support the project team in Germany in coordination with the overall strategy and other projects of DW Akademie for Mongolia.

Additional duties and responsibilities may be required during the project.

III. Requirements and Qualifications

Mandatory

- University degree (Master/Bachelor or higher) in media, communication, political science, or a neighbouring field;
- At least five years of professional experience in development cooperation/project implementation (i.e. in the field of media or civil society);
- Sound knowledge of local media landscapes, development actors and the current political situation in Mongolia and the region;
- Excellent English **or** German language skills (written and oral);
- Profound understanding of the media sector (including specific terms and expressions);
- Professional experiences with consecutive interpretation (English **or** German <> Mongolian).

Desirable

- Professional experiences with simultaneous interpretation (English **or** German <> Mongolian).
 - Professional experience in journalism, and/or public communication is an advantage.
 - Familiarity with EU and German development cooperation instruments and strategies.
-

IV. How to apply (requirements)

Applications shall be made in writing and provide the following:

- Letter of application, including your desired rate per day in EUR (all required local taxes and legal fees are included and are the responsibility of the contractor).
- Curriculum Vitae (CV).

Please submit your application in electronic form to dw-akademie.mongolia@dw.com. The deadline for submission is **4 March 2024**. Please send all required documents in one PDF file. The size of the attachment should be limited to max. 3 MB. Interviews with short-listed candidates will take place online as of March 2024.