

J O B O P E N I N G

Multi-Function Support (Part-time)

Welfare & Self-Reliance Department, Asia North Area



Your Talents,
His Work

Find your fit within
Church Employment

Responsibilities:

Entry to intermediate professional role of welfare specialist require employees to exhibit professional knowledge and experience relating to assigned work, solve problems that arise, including some level of complexity, analyze possible solutions within standard procedures, provide feedback around continuously improving the work, and act as a resource to colleagues regarding in-country conditions.

- Assist Welfare & Self-Reliance Manager with planning humanitarian projects in the area.
- Under the direction from the Welfare & Self-Reliance Manager (WSRM), communicate with local leaders and third-party organization, public affairs to execute humanitarian projects.
- Enter data into the humanitarian system to start humanitarian projects. Follow through the projects and close them in humanitarian system when it is completed.
- Provide periodic humanitarian report to WSRM to ensure the project execution and completion.
- Assist WSRM with handling invoices, creating IAN payment, and provide other necessary administrative work
- Update Facebook page and other media devices as directed by Welfare & Self-Reliance Manager.
- Purchase necessary items for humanitarian projects through MMD or by purchasing card under the direction of WSRM.
- Assist WSRM with his/her travel assignment

Qualifications:

- Hold current temple recommend (required)
- Post-secondary degree in a relevant subject preferred
- At least 2 years relevant work experience required
- Any equivalent combination of education and work experience may satisfy this requirement (e.g., 6 years relevant work experience required without university-level degree)
- Proficiency in local and area office language(s) required
- Any qualifications for assigned multi-functional roles required

Job Information:

- Job type: Part-time
- Location: Mongolia
- Salary: Follows Church Policy
- Starting date: May 15, 2024 (negotiable)
- Application Deadline: May 1, 2024

Application:

- Please submit your resume from QR code right corner or link below:
<https://careers.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Sho Andrus (andrusas@churchofjesuschrist.org).



How to Apply

1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access account.churchofjesuschrist.org, and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.

2. Access the Church Employment Webpage

- <https://careersearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “**361968**” in the FIND JOBS box and click “ The screenshot shows a search interface with two input fields. The first field is labeled 'FIND JOBS' and contains the placeholder text 'Job title, skill, keyword'. The second field is labeled 'NEAR LOCATION' and contains the placeholder text 'City, state, country'. A magnifying glass icon is located to the right of the second field.

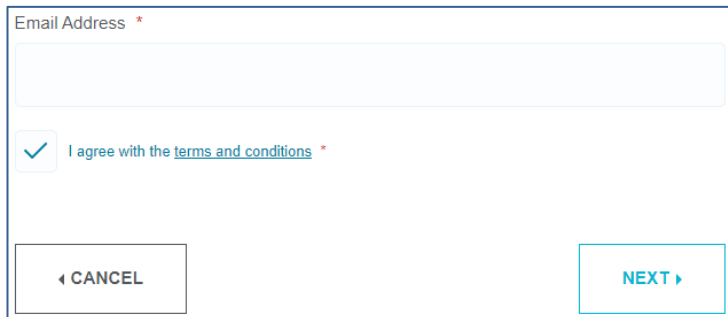


4. Select the applicable position from the search results, and click “Apply Now”

- When multiple positions are available, each position would require a separate application.

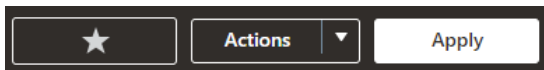


5. Enter your *Email address* and check “*I agree...*” box then click “NEXT”



The screenshot shows a form with an 'Email Address' field, a checkbox labeled 'I agree with the terms and conditions', and two buttons: 'CANCEL' and 'NEXT'.

6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “*Submit*” at the top right corner of the page.



1. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

2. Inquiry

- For inquiries, please contact Sho Andrus (Human Resources).
- Email: andrusas@churchofjesuschrist.org
- Tel: +81-3-4545-3090