



Title: Lorinet Foundation Country Director

Key Function: Acting as the representative of the Foundation in all its affairs in Mongolia

Location: Ulaanbaatar, Mongolia

Time requirement & remuneration: 50 - 60% commitment initially with the view to move to full time as the activities of the Foundation grows in Mongolia; Competitive salary

About Lorinet Foundation:

Lorinet Foundation is a private family foundation with operating offices in Singapore and Mongolia. It aims to support pioneering, impactful and sustainable initiatives to promote education, employment and access to clean water and energy for vulnerable communities in Mongolia, South East Asia and France.

Over the next 3-5 years the foundation's work will focus on supporting projects that enable youth employment and early childhood education communities in the ger-district of Ulaanbaatar (Mongolia), while also supporting potential projects in South East Asia.

This includes enabling the following impact:

- Improving school readiness of children aged 3-5 years from at-risk or economically vulnerable families through enabling better access, affordability and quality of early education provision
- Improving work readiness of youth aged 15-24 years from at risk or economically vulnerable families for sustainable employment

The Foundation is in its early development stage and plans to remain committed to vulnerable communities in ger districts in Mongolia and in SEA.

Key Job Responsibilities of Local Director:

- Act as a representative of the Lorinet Foundation in Mongolia and build relationships with and raise awareness among government agencies, local NGOs, foreign aid agencies, corporates and civil society at large
- Building partnerships across the civil society, public and private sector organizations to enable organizational objectives
- Perform Mongolia specific grant management activities:
 - Identify relevant projects that meets the Foundation's mission and perform on the ground due diligence and fact-finding
 - Produce due diligence materials for proposal review
 - Liaise, monitor and report on ongoing projects or potential initiatives and manage partnerships
 - Follow and provide updates on country relevant changes, trends and developments
- Fulfil general management functions including financial, administrative, board management & governance to ensure smooth running of the Mongolia registered organisation
- Provide logistic support in country for other Lorinet representatives during trips and visits
- Support global director in all relevant activities
- Deliver necessary reporting materials for monthly check-in calls, board and investment committee meetings
- Identify, negotiate and manage local consultants

Key relationships within the organization:



- The Board of Lorinet Foundation – Global and Local
- The Global Director based in Singapore

Expected skills and values for the role:

- Demonstrate integrity and sharing in the Lorinet Foundation values and mission
- Ability to assess micro and macro social, economic and community trends and issues
- Demonstrates creative problem solving
- Ability to analyze and summarize findings in written reports
- Ability to build strong relationships with all stakeholders
- Proactive, energetic and constructive work attitude
- Strong oral and written communication skills
- Ability to operate independently and self-managed
- Openness to change, and ability to manage complexities and multicultural working environment

Expected Qualifications:

- Minimum 5 years' work experience where the applicant has demonstrated strong analytical and organizational skills and an ability to work across different cultures effectively
- University degree – BA or above
- Prior experience in the non-profit arena
- Experience in an international and professional setting
- Fluency/proficiency in spoken and written English and Mongolian required
- Computer literacy

Please send applications including CV, photo and motivation letter to raman.sidhu@lorinetfoundation.org