



DMUN Foundation

Office of the Executive Director

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

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NOTIFICATION

Request for Nominations for Candidates for Senior Position

DMUN/OED/2026/44

6 March 2026

Dear Madam/Sir,
Excellencies,

The Office of the Executive Director presents its compliments on behalf of the Secretariat of the DMUN Foundation to you and has the honour to attach herewith the relevant description and nomination process for the Senior Leadership Position of “Permanent Observer / Special Representative of the Executive Director on Matters Pertaining to Landlocked Developing Countries.”

In view of the above, Members, intergovernmental organizations, relevant organizations, indigenous peoples and local communities, youth, women, business, finance, and civil society are invited to nominate one expert for consideration for the above posting.

Nominations should be submitted in the form of an official letter signed by the Member or Head of Organization, together with a duly completed curriculum vitae of the nominee, and should be sent by e-mail to enquiries@dmun.org by 1 April 2026.

Please accept, Sir, Madam, Excellencies, the assurances of my highest consideration.

Jaewon Choi

Executive Director

All Members, All Focal Points / Permanent Observers of Observer Organizations, Indigenous Peoples and Local Communities, and Relevant Organizations



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ANNEX 1:

Information About Senior Leadership Position

Official Title: Special Representative of the Executive Director of the DMUN Foundation on Matters Pertaining to Landlocked Developing Countries (SR-LLDC); Permanent Observer of the DMUN Foundation to the International Think Tank for Landlocked Developing Countries (PO-LLDC)

Unit: Permanent Observer Mission of the DMUN Foundation to the International Think Tank for Landlocked Developing Countries

Department: Department of Advocacy and Research

Organization: Secretariat of the DMUN Foundation

Reporting to: Executive Director AND Deputy Executive Director for Advocacy and Research

Location: Ulaanbaatar, Mongolia (Flexible)

It is expected that the Observer will work remotely but be able to travel to the UN House in Sukhbaatar District, Ulaanbaatar, on a regular basis and as needed.

Expected Start Date: 20 April 2026

Type of Contract: Part-time / Consultancy

BACKGROUND

The DMUN Foundation is an international organization committed to strengthening inclusive multilateralism, expanding meaningful stakeholder participation, and advancing sustainable development through diplomacy, policy engagement, and capacity-building.

Through its global advocacy and representation, the Foundation works to ensure that youth and other underrepresented stakeholders can contribute substantively to intergovernmental processes and international policy discussions.

Within this framework, the Office of the Executive Director coordinates the Foundation's strategic engagement with multilateral institutions, intergovernmental bodies, and global policy platforms.



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As part of this effort, the **Special Representative of the Executive Director on Matters Pertaining to Landlocked Developing Countries (SR-LLDC); Permanent Observer of the DMUN Foundation to the International Think Tank for Landlocked Developing Countries (PO-LLDC)** will lead and coordinate the Foundation's institutional engagement on issues affecting landlocked developing countries, with particular attention to development equity, connectivity, sustainable infrastructure, trade facilitation, resilience, youth participation, and international cooperation.

The SR-LLDC / PO-LLDC will represent the DMUN Foundation in its engagement with the International Think Tank for Landlocked Developing Countries and, where relevant, with the broader multilateral ecosystem addressing the needs and priorities of landlocked developing countries. The position reports to the Executive Director of the DMUN Foundation and works in close coordination with relevant departments, representatives, and external partners.

JOB DESCRIPTION

Specific Duties and Responsibilities

SPECIFIC DUTIES AND RESPONSIBILITIES

The SR-LLDC / PO-LLDC will contribute to the DMUN Foundation's policy work, external representation, and institutional visibility with respect to landlocked developing countries and related multilateral processes. More specifically, the officeholder will be responsible for:

- Providing strategic advice, as required, to the Executive Director and relevant Foundation leadership on issues pertaining to landlocked developing countries, including multilateral policy developments, institutional engagement opportunities, and substantive advocacy priorities;
- Acting as the DMUN Foundation's principal representative on matters pertaining to landlocked developing countries and serving as the Foundation's Permanent Observer to the International Think Tank for Landlocked Developing Countries;
- Coordinating the Foundation's strategic engagement with the International Think Tank for Landlocked Developing Countries and identifying relevant opportunities for intervention, partnership, consultation, and representation;



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- Proactively engaging with government representatives, diplomatic missions, intergovernmental institutions, think tanks, civil society actors, youth constituencies, and other relevant stakeholders in order to promote the Foundation's work and expand its visibility and credibility in this policy area;
- Supporting and expanding the Foundation's partnerships with institutions, initiatives, and stakeholders working on issues relevant to landlocked developing countries, including sustainable development, regional cooperation, infrastructure, education, youth participation, and economic inclusion;
- Advising and helping guide DMUN Foundation delegations participating in meetings, forums, consultations, and events relevant to landlocked developing countries and related development agendas;
- In consultation with relevant Foundation leadership, proactively organizing or supporting side events, consultations, roundtables, and other policy activities that enhance the Foundation's contribution to international discussions on landlocked developing countries;
- Working closely with other representatives, advisers, fellows, and junior staff, as appropriate, in support of the Foundation's engagement on landlocked developing countries.

REQUIREMENTS

- Full fluency in English is essential, and verbal and written fluency in Mongolian and Russian is strongly desired.
- Experience in working in intergovernmental organizations, the UN System organizations, national governments (especially in multilateral diplomacy), international non-governmental organizations, and humanitarian organizations.
- Strong communication skills, including verbal and written.
- Solid knowledge of LLDC issues as well as the geopolitical, development, and multi-stakeholder contexts, and a sound understanding of how these fit into the global



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context.

- Solid knowledge of the International Think Tank for Landlocked Developing Countries.
- Demonstrated experience in resource mobilisation, partnerships, and government relations.

THE DMUN FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED CANDIDATES.

PLEASE NOTE THAT THE FOUNDATION DOES NOT CONCERN ITSELF WITH APPLICANTS' BANK ACCOUNTS NOR DOES THE FOUNDATION CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT OR PROCUREMENT PROCESS.