



**Ministry of Digital Economy & Entrepreneurship**  
**Terms of Reference**  
**Youth Technology and Jobs Project**  
**Project Management Unit**

## **Job Opening: Digital Skills Development Officer**

### **I. About the Youth, Technology, and Jobs (YTJ) Project**

The Government of Jordan (GoJ) has received financing from the World Bank to implement the Youth, Technology, and Jobs (YTJ) project, which has become effective in April 2020. The YTJ project aims to improve digitally enabled income opportunities and expand digitized government services in Jordan. The project will build an impetus for private sector-led growth of the digital economy and make interventions to address specific constraints in the supply and demand sides of the digital economy. The project duration is five years. The Ministry of Digital Economy & Entrepreneurship (MoDEE) is the implementing agency of the YTJ project.

The objective of this TOR is to identify and hire a **Digital Skills Development Officer** for the project. The Digital Skills Development Officer will support the Digital Skills Manager with the preparation and implementation of activities under sub-component 1.1 “Establishing a digital skills training ecosystem with private sector involvement and sub-component 1.2 “Enhancing digital skills competencies for public school students”. The Digital Skills Development Officer will support planning, managing and coordinating activities under Subcomponents 1.1 and 1.2.

### **II. Responsibilities of the Digital Skills Development Officer**

- Coordinate project activities related to digital skills development in Jordan.
- Coordinate project needs with officers at the Ministry of Labor (MoL) and Vocational and Technical Skills Development Commission (VTSDC) and Ministry of Education (MoE) in the implementation of the digital skills development activities.
- Support the Digital Skills Development Manager in identifying, developing, and managing partnerships with local, regional, and global stakeholders; and maintain effective cooperation mechanism in relation to digital skills development.
- Support project’s beneficiaries in their training workshops and other digital skills development activities that are supported by the project.
- Support Digital Skills Manager in managing the preparation of all terms of reference and bidding documents related to sub-components 1.1 and 1.2 and ensure quality control of consulting firms and/or individual consultants’ outputs.
- Support the monitoring and evaluation specialist with the needed documentation and reporting.

- Perform any additional tasks requested by the Digital Skills Development Manager.
- The Digital Business Sector Officer will report directly to the Digital Skills Development Manager.

### **III. Eligibility and Minimum Qualifications**

- Prior experience in relevant operations for a minimum of 3 years with strong working experience in skills development activities.
- Knowledge of international/ local digital skills development programs and global trends related to technology skilling activities.
- Strong interpersonal and relationship management skills.
- Self-motivated with a willingness to take initiative.
- Ability to handle multiple tasks, work under pressure, and within teams to achieve objectives.
- Strong critical thinking and problem-solving skills.
- Strong Communication and relationship management skills.
- Personal qualities of integrity, credibility, and commitment to YPJ objectives.
- Excellent written and spoken communication skills in Arabic and English.
- Willingness to travel as needed.

### **IV. Education Requirements**

University Degree in Education, IT, Engineering, Business Administration or another relevant field.

### **V. Duration of Assignment**

The contract period is for one year, renewable up to 5 years. The Digital Skills Development Officer must diligently perform in a proper and efficient manner the duties set out within these TOR and any other task or responsibilities that may arise in relation to the proper management and delivery of the project.

### **VI. Application**

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their **cover letter** and **resume** via email to [wb.jobs@modee.gov.jo](mailto:wb.jobs@modee.gov.jo)

**Please include the name of the position in the subject of the email.**

**Deadline:** Kindly Submit before 11:59 PM on June 7, 2020