



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

Job Opening: Social Outreach & Communications 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 **Social Outreach & Communications Officer** for the project.

II. Responsibilities of the Social Outreach & Communications Officer

- Implement the Environment and Social Outreach Management Plan and all related activities.
- Coordinate project communications with local stakeholders and the dissemination of outreach materials.
- Support the design, coordination and supervision of campaigns, including proposing strategic visibility activities and identifying on media-related opportunities.
- Design and implement outreach activities and content initiatives.
- Assist in planning and organizing project related workshops and events, including follow-up on logistics aspects.
- Organize, manage and build stakeholders' contact lists, including media contact lists and develop productive relations with key media outlets
- Establish and manage digital communication channels for the project (webpage, social media ...)
- Draft various communications material including press releases, newsletter, invites, replies to various queries and requests for information and oversee dissemination of invites, newsletters, press releases and announcements.
- Articulate compelling result stories and narratives on the development impact of YTJ.
- Provide technical editing and formatting assistance with program deliverables and reports.
- Compile project reports for dissemination among stakeholders.
- Perform any additional communications and outreach tasks requested by the Operations

Manager.

- The Social Outreach & Communications Officer will report directly to the Operations Manager.

III. Eligibility and Minimum Qualifications

- Prior experience in relevant operations for a minimum of 3 years, including knowledge of and experience with social media tools and strategies.
- Experience in writing, editing, proof-reading and designing communication documents for public dissemination, in English and Arabic.
- Demonstrated ability to work effectively with beneficiaries, media, and stakeholders from various institutions.
- Strong interpersonal and relationship management skills.
- Creative and self-motivated with a willingness to take initiative.
- Ability to handle multiple tasks, work under pressure, and within teams to achieve objectives.
- Strong Communication and negotiation skills.
- Ability to analyze information from different sources and to synthesize this information into coherent and brief communication documents.
- Accurate and precise attention to detail.
- Personal qualities of integrity, credibility, and commitment to YTJ objectives.
- Excellent written and spoken communication skills in Arabic and English.
- Willingness to travel as needed.

IV. Education Requirements

University Degree in Communications, Marketing, Journalism, Advertising, Public Relations or another relevant field.

V. Duration of Assignment

The contract period is for one year, renewable up to 5 years. The Social Outreach & Communications 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

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

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