



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

**Job Opening: Technical Liaison 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 **Technical Liaison Officer** for the project.

**II. Responsibilities of the Technical Liaison Officer**

- Coordinate activities between the PMU, MoDEE and external stakeholders on behalf of the PMU Director.
- Contribute to developing and nurturing strong relationships between the PMU, MoDEE and external stakeholders.
- Maintain good knowledge of the PMU operations as it relates to implementing the YTJ project and MoDEE's relevant processes and procedures.
- Develop strong communication and feedback channels with the PMU managers to stay current with the YTJ project progress and any issues that may arise.
- Proactively identify potential challenges that may hinder the relationship between the PMU, MoDEE and external stakeholder and suggest a course of action to the PMU Director.
- Perform any additional tasks requested by the PMU Director.
- The Technical Liaison Officer will report directly to the PMU Director.

**III. Eligibility and Minimum Qualifications**

- Prior experience in relevant operations for a minimum of 3 years, including managing relationships with stakeholders.
- 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.
- Familiarity with corporate communication and outreach instruments.
- Personal qualities of integrity, credibility, and commitment to YPJ objectives.
- Excellent written and spoken communication skills in Arabic and English.
- Willingness to travel.

#### **IV. Education Requirements**

University Degree in Business Administration, or another relevant field.

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

The contract period is for one year, renewable up to 5 years. The Technical Liaison Officer must diligently perform in a proper and efficient manner the duties set out within this TOR and any other tasks 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