**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

**JO-MODEE-250957-CS-INDV**

**Job Opening: Administrative and Finance Officer TOR**

1. **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.

Established in 2019 under Article 31 of the Jordanian Constitution and based on Law No. (9) / 2019 “The Technical and Vocational Skills Development Law”, the Technical and Vocational and Skills Development Commission (TVSDC) has the mission of motivating the Jordanian youth to be enrolled in the TVET sector, contributing to job creation, consolidating the concept of entrepreneurship, solving the problems of poverty and unemployment, and contributing to economic growth.

Through the Youth, Technology, and Job (YTJ) project, the Ministry of Digital Economy and Entrepreneurship is supporting TVSDC to achieve its mandate specially in relation to supporting the National Skills Council for ICT. In this regard YTJ will be supporting the Project Management Unit at VSTDC to hire key positions that will enable it in achieving its objectives.

The objective of this ToR is to identify and hire an **Administrative and Finance Officer** for the TVSDC Project Management Unit (PMU). The Administrative and Finance Officer will support the preparation and implementation of the PMU’s activities and will report directly to the PMU Manager.

**II. Responsibilities of the Administrative and Finance Assistant TOR**

1. Provide a range of support services in the areas of general office administration, finance and/or HR that contribute to the timely delivery of business operations in accordance with applicable standards.
2. Monitor the expenditure levels and initiate actions such as budget forecasting and budget revision in a proactive and timely manner.
3. Provide secretarial services to the team and the PMU meetings. Respond to routine telephone, emails, and in-person inquiries or refer to appropriate contact/unit. Supply readily available information from office files and databases. Receive and direct visitors and arrange appointments.
4. Maintain and update inventories of office supplies. Ensure stocks are adequate and order supplies in a timely manner. Keep the stockroom in order.
5. Document and share minutes of meetings.
6. Provide support for meetings and events, including processing administrative actions, preparing and distributing invitation letters, agendas and other materials, arranging meeting facilities and equipment, making travel arrangements, preparing routine cost estimates and providing support and information to participants on matters of a routine nature.
7. Provide other administrative support services and process the necessary purchase orders.
8. Register and route mail, correspondence and other documents. Process outgoing mail according to the terms of postal rates and regulations. Maintain and organize filing systems for correspondence, documents, publications and/or reference materials. Plan and coordinate the activities of the project’s registry as required.
9. Other duties as assigned

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

1. Prior work experience for a minimum of 2 years and a maximum of 6 preferably in coordination, office management, administrative support, and any other relevant functions.
2. Effective written and oral communication skills in Arabic and English.
3. Excellent computer skills.
4. High level of cultural adaptability and sensitivity.
5. Willingness to travel as needed.

**IV. Education Requirements**

Bachelor Degree in Business Administration, Finance, or any other relevant field.

**V. Duration of Assignment**

The contract period is for one year, renewable up to 4 years. The Administrative and Finance 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 TVSDC needs.

**VI. Application**

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their applicable through Akhtaboot at the following link:

<https://www.akhtaboot.com/en/jordan/jobs/amman/147476-Administrative-and-Finance-Officer-of-the-TVSDC--at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

**Deadline: Kindly submit your application by 29 September, 2021**