**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

**JO-MODEE-222692-CS-INDV**

**Job Opening: Career Counselling Specialist**

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.

**I. ToR Objective**

The objective of this ToR is to identify and hire a **Career Counselling Specialist** for the TVSDC Project Management Unit (PMU). The Career Counselling Specialist will support the preparation and implementation of the PMU’s activities and will report directly to the PMU Manager.

**II. Responsibilities of the Career Counselling Specialist**

1. Contribute to youth employability objectives set by the TVSDC.
2. Support the establishment of quality career counselling services with project implementation partners.
3. Provide career counseling and career development sessions for TVSDC projects’ beneficiaries.
4. Research and analyze current employment trends in various industries.
5. Track and monitor employment, attrition, and retention rates of different projects and advise appropriate actions.
6. Establish career communication channels between stakeholders and organize relevant activities.
7. Attend and participate in industry and sector skills councils’ events.
8. Coordinate connections between the sector skills councils and employers.
9. Promote the market demand information produced by sector skills councils.
10. Act as main point of contact with partners working in this area
11. Other duties as assigned

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

1. Prior work experience for a minimum of 3 years and a maximum of 8 preferably in coordination, career advisory, and communication in higher education or TVET.
2. Experience working with youth.
3. Effective written and oral communication skills in Arabic and English.
4. Excellent computer skills.
5. High level of cultural adaptability and sensitivity.
6. Willingness to travel as needed.

**IV. Education Requirements**

Bachelor Degree in Business Administration, Education, IT, Engineering, or any other relevant field.

**V. Duration of Assignment**

The contract period is for one year, renewable up to 4 years. The Career Counselling Specialist 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/147477-Career-Counselling-Specialist-of-the-TVSDC--at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

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