**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

JO-MODEE-250951-CS-INDV

**Job Opening: Donor Relations Manager**

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 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 (MODEE) 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 TVSDC to hire consultants that will enable it in achieving its objectives.

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

1. **Responsibilities of the Donor Relations Manager**
2. Build and sustain strong relationships with TVSDC's international partners and donors including UN agencies, government agencies and international Non-Governmental Organizations (NGOs).
3. Responsible for a portfolio of TVSDC and represents the TVSDC in different donor meetings and manages regular donor coordination meetings.
4. Respond to donor inquiries and requests for information or assistance.
5. Draw donor & partners mapping for TVSDC and identify potential new partners and donors to expand the TVSDC’s partners portfolio.
6. Develop and implement engagement strategies to maintain regular communication and coordination with international partners and donors.
7. Develop and implement fundraising strategies to increase international support and fund for TVSDC to implement its strategy and projects.
8. Support the PMU team in adopting strategies to ensure better cooperation and coordination of various TVSDC stakeholders (donors, international organizations, government officials, NGOs etc.) and relevant existing projects.
9. **Eligibility and Minimum Qualifications**
10. Prior work experience for a minimum of 8 years and a maximum of 12 years in donor relationship management and international relations and other relevant fields such as fund raising or community relations.
11. Demonstrated experience in working effectively with international partners and donors including UN agencies, government agencies and international NGOs. Previous experience working with partners specialized in labor market issues is a plus.
12. Experience in identifying and securing funding and business expansion opportunities.
13. Advanced written and oral communication skills in Arabic and English.
14. Excellent computer skills.
15. High level of cultural adaptability and sensitivity.
16. Willingness to travel as needed.
17. **Education Requirements**

Bachelor’s Degree in International Relations, Business Administration, Education, Foreign Languages, Marketing, or any other relevant field.

**V.     Duration of Assignment**

The contract period is for one year, renewable up to 4 years. The Donor Relations Manager 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.

**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/147667-Donor-Relations-Manager-at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

**Deadline:** Kindly Submit by 10/10/2021