**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

**JO-MODEE-250954-CS-INDV**

**Job Opening: Senior Business Development 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.

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

**II. Responsibilities of the Senior Business Development Specialist**

1. Develop and implement TVSDC’s business development approach aimed at adopting a demand-driven model to skills development
2. Develop mechanisms to gather, analyze, disseminate, and act upon market intelligence related to the work of the TVSDC, to inform the decision making process.
3. Identify and pursue opportunities to build and sustain impactful relationships with local, regional and international stakeholders, including donors, NGOs, government agencies, private sector providers, government agencies, etc. This may include market development activities, taking the advantage of growth ‘leads’, etc.
4. Maintain deep knowledge and keep abreast of market/industry trends and changing dynamics as it relates to the skills development industry.
5. Support the TVSDC in the development and maintenance of partnerships, functional policies and procedures, including support to key stakeholder interactions, internal communications, evaluation of performance metrics, business plans and strategies, and international outreach.
6. Responsible for training, mentoring, and evaluating staff’s relevant skills such as relationship development/management, etc., including the development of such programs.
7. Other duties as assigned.

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

1. Prior work experience for a minimum of 8 years and a maximum of 10 years in business development and any other relevant fields such as strategy.
2. Demonstrated experience in working effectively with stakeholders in the public and private sectors, in addition to donors and civil society organizations.
3. Experience in negotiating and establishing partnerships with key local, regional and global stakeholders.
4. Entrepreneurial mindset and high tolerance for risk, ambiguity, and change.
5. Experience in identifying and securing funding and business expansion opportunities.
6. Advanced written and oral communication skills in Arabic and English.
7. Excellent computer skills.
8. High level of cultural adaptability and sensitivity.
9. Willingness to travel as needed.

**IV. Education Requirements**

Bachelor’s Degree in Business Administration, Marketing, 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 Senior Business Development 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/147666-Senior-Business-Development-Specialist-at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

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