**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

**JO-MODEE-235493-CS-INDV**

**Job Opening: Senior IT 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 IT specialist** for the TVSDC Project Management Unit (PMU). The Senior IT specialist will support the preparation and implementation of the PMU’s activities and will report directly to the Project Manager.

**II. Responsibilities of the Senior IT specialist**

1. Apply process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects.
2. Assist TVSDC staff in conducting activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements.
3. Advise business process alternatives and provide strategic direction on initiative selection, integration, resources and prioritization. Ensures initiative alignment with TVSDC vision, strategy.
4. Advises business groups on business process alternatives and provides strategic direction on initiative selection, integration, resources and prioritization.
5. Ensures initiative alignment with TVSDC vision, strategy and deployment within the TVET sector.
6. Prepare process automation plan, recommend, and oversee development of operations.
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 preferably in automation, reengineering, and internet-related methodologies.
2. Experience working in national projects.
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 Engineering, IT, or any other relevant field.

**V. Duration of Assignment**

The contract period is for one year, renewable up to 4 years.. The Senior IT 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/147665-Senior-IT-specialist-at-Ministry-Of-Digital-Economy-and-Entrepreneurship>

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