**Ministry of Digital Economy & Entrepreneurship**

**Terms of Reference**

**Youth Technology and Jobs Project**

**Project Management Unit**

**JO-MODEE-250950-CS-INDV**

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

**II. Responsibilities of the PMU Manager**

1. Develop the strategic and implementation plans of the projects managed under the PMU with a strong focus on national employability programs.
2. Ensure that the TVSDC identifies and drives the development and delivery of vocational and digital skills training programmes that are based on the current and future needs of the marketplace, through leveraging the output of the National Skills Council – ICT.
3. Develop, deploy, and integrate effective ‘Career Counseling’ as a key component of national employability programs.
4. Develop and adopt a national demand-driven approach that will strongly inform the identification, development and delivery of skills development programs.
5. Create, adopt and manage the coordination mechanisms necessary to ensure the efforts/programmes/initiatives of all ecosystem stakeholders (including private enterprise, public sector agencies, academia, the civil society, donors, etc.) are aligned and integrated towards supporting the objectives of national employment programs.
6. Manage projects’ lifecycle, implementation plans, resources, budgets, procurement, activities, and monitoring & evaluation.
7. Establish efficient business relationships with relevant departments and organizations in service to the projects’ objectives.
8. Oversee the reporting process and ensure that reports reflect the progress of projects against intended time-constrained milestones.
9. Build and sustain strong relationships with key partners and stakeholders in both the private and public sectors, including negotiating and coordinating the roles of stakeholders that are involved in project implementation.
10. Evaluate potential risks that affect projects’ implementation and set mitigation plans.
11. Plan procurement processes of works, goods, and services.
12. Oversee the closing of the projects at the end of their life cycles.
13. Represent the TVSDC’s PMU as a decision-maker nationally and internationally.
14. Lead the PMU’s team.
15. Maintain deep knowledge and keep abreast of market/industry trends and changing dynamics as it relates to TVET and the skills development industry.

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

1. Significant work experience including leadership and management positions in the skills development industry, project management and any other relevant functions for a minimum of 8 years and a maximum of 15.
2. Strong analytical knowledge of TVET and the skills development industry and its role as an engine of economic growth.
3. Strong expertise in ecosystem building with a focus on TVET and skills development, including driving interconnectedness and collaboration between all key ecosystem players/actors.
4. Experience in implementing monitoring and evaluation systems to measure the impact of project activities and to track the performance of project beneficiaries.
5. Strong familiarity with diverse business functions such as marketing, PR, product development, finance, etc.
6. Effective interpersonal, management, collaboration, and negotiation skills through experience and successful interaction with stakeholders such as local organizations, government, and TVET/Higher Education providers.
7. Entrepreneurial mindset and high tolerance for risk, ambiguity and change.
8. Advanced written and oral communication skills in Arabic and English.
9. Excellent computer skills.
10. High level of cultural adaptability and sensitivity.
11. Willingness to travel as needed.
12. Regional & International experience is a plus

**IV. Education Requirements**

Bachelor’s Degree in Business Administration, Education, IT, Engineering, or another relevant field. MBA or equivalent degree is a plus.

**V. Duration of Assignment**

The contract period is for one year, renewable up to 4 years. The PMU 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.

**VI. Application**

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

Kalamntina Website

<https://kalamntina.com/vacancies/project-management-unit-manager>

Kalatechs Website

<https://kalatechs.com/vacancies/project-management-unit-manager>

Kindly Submit your application before 10/10/2021 at 11:59 PM