**The Ministry of Digital Economy & Entrepreneurship**

**The Digital Skills Association**

**Terms of Reference (ToR)**

**JO-MODEE-254559-CS-INDV**

**Job Opening: Business Development and Fundraising Manager**

1. **About DigiSkills and the Youth, Technology, and Jobs 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 2021 under Associations Law No. (51) of the year 2008, where the Ministry of Digital Economy and Entrepreneurship (MoDEE) is the technical relevant Ministry, the Digital Skills Association (DigiSkills) is a novel product of years of work on making workable partnerships between the public and private sectors to enhance technical and vocational labor skills.

The mission of DigiSkills is to provide strong employer leadership that can deliver sustained improvements in people’s competencies as a cornerstone to increasing productivity and competitiveness of the Jordanian economy. DigiSkills provides bridges between employers and learning institutions to reduce the gap between demand and supply in the labor market. In this regard, DigiSkills is hiring core staff members that will support in achieving its objectives.

Through the Youth, Technology, and Job (YTJ) project, the Ministry of Digital Economy and Entrepreneurship (MODEE) is supporting DigiSkills to achieve its mandate by hiring consultants that will enable it in achieving its objectives.

The objective of this ToR is to identify and hire a **Business Development and Fundraising Manager** for DigiSkills through MoDEE to support the preparation and implementation of DigiSkills’ activities. The Business Development and Fundraising Manager will report directly to the Managing Director.

**II. Responsibilities of the Business Development and Fundraising Manager**

1. Develop and implement DigiSkills’ 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 Digiskills 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 DigiSkills 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 12 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 on annual appraisal. The Business Development and Fundraising 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/business-development-and-fundraising-manager>

Kalatechs Website

<https://kalatechs.com/vacancies/business-development-and-fundraising-manager>