**The Ministry of Digital Economy & Entrepreneurship**

**The Digital Skills Association**

**Terms of Reference (ToR)**

**JO-MODEE-241527-CS-INDV**

**Job Opening: Managing Director**

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 **Managing Director** for DigiSkills through MoDEE to support the preparation and implementation of DigiSkills’ activities. The Managing Director will report technically to the Board of Directors of DigiSkills.

1. **Responsibilities of the Managing Director**

This position is responsible for leading the development and execution of the Association’s long term strategy. This role also entails responsibility for all day-to-day management decisions. The Managing Director communicates on behalf of the Association to stakeholders, employees, government authorities and international agencies.

1. The Managing Director will be responsible for steering the Digital Skills Association (DigiSkills) to deliver objectives set to meet the industry demand of skilled workforce, while ensuring alignment with the national goals of skill development.
2. In addition to overall management of the DigiSkills, the Managing Director will also be responsible for the following:
	* Create, communicate and implement the organization's vision, mission, and overall direction and lead the development and implementation of the organization's strategy
	* Work closely with Senior Managers to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors on investment risk and return
	* Interact with ministers and senior government officials to drive the skilling agenda across the country
	* Collaborate with industry leaders, thought leaders, and academia in order to transform the skilling landscape
	* Oversee the complete operation of the organization in accordance with the direction established in the strategic plans. This includes the design of the organization in a manner that facilitates operations at an optimal level.
	* Develop private sector-led digital engagement models
	* Manage relationships with key ecosystem stakeholders such as Ministry of Digital Economy & Entrepreneurship (MoDEE) and Technical and Vocational Skills Development Commission (TVSDC)
	* Oversee the development of National Occupational Standards-based qualifications, accreditation of training providers, quality assurance parameters for assessment and certification
	* Promote academies of excellence for the ICT sector
	* Oversee building of effective monitoring and evaluation infrastructure by establishing a structured Labour Market Information System (LMIS)
	* Gauge industry demand and conducting periodic skill gaps studies through advanced market analytics
	* Drive ethical practices in the association and enforce measures to prevent corruption and malpractices
	* Other duties as assigned
3. **Eligibility and Minimum Qualifications**
4. Minimum of 12 years of work experience, including senior leadership and management positions with strong working experience in technology related activities
5. Experience/familiarity with the digital skills ecosystem is desirable
6. Strong knowledge and experience in the Jordanian ICT sector and its role as an engine of growth for the whole economy including experience in the following areas:
	* E-Government
	* Digital skills development
	* Digital entrepreneurship
	* Gig economy / digital platforms
	* Overall demand and supply dynamics of the digital economy
7. Sound understanding of National Standards, Qualifications, Curriculum and content development processes are desirable
8. Experience in government work
9. Experience in dealing with national/international/multilateral agencies
10. Excellent understanding of the skills eco-system including quality requirements and gaps
11. Excellent leadership, business judgment and strong analytical and problem-solving skills
12. Capacity to deal with conflicting priorities and deliver high quality work on schedule; facility to work successfully in multicultural teams and across boundaries.
13. Effective 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 Degree or higher in ICT, Business Administration, Economics, Public Administration and Policy, or any other related field.

1. **Duration of Assignment**

The contract period is for one year, renewable up on annual appraisal. The Managing Director 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 DigiSkills needs.

1. **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/managing-director>

Kalatechs Website

<https://kalatechs.com/vacancies/managing-director>