**The Ministry of Digital Economy & Entrepreneurship**

**The Digital Skills Association**

**Terms of Reference (ToR)**

JO-MODEE-254570-CS-INDV

**Job Opening: Finance Officer**

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 **Finance Officer** for DigiSkills through MoDEE to support the preparation and implementation of DigiSkills’ activities. The Finance Officer will report directly to the Operations Manager.

1. **Responsibilities of the Finance Officer**
2. Support the Operations Manager in all the financial arrangements of DigiSkills including processing of financial transactions, budgeting, recording, and reporting.
3. Monitor compliance with the funders’ financial rules and regulations.
4. Support the set up of DigiSkills’ financial accounting system.
5. Enter financial data into the accounting system and update financial records.
6. Assist with the preparation of financial reports.
7. Follow up on invoices until payments.
8. Collect and review data for reports.
9. Contribute to the assessment of budgetary needs; monitor and control expenditure.
10. Analyze, evaluate, and control disbursements/receipts, as well as expenditure variances against approved budgets.
11. Review invoices and disbursements.
12. Contribute to the preparation and processing of monthly accounts.
13. Provide financial status reports to the Operations Manager.
14. Ensure that payments are effectuated by the monthly deadline.
15. Provide the necessary support to the procurement officer with the needed follow up, documentation, and reporting.
16. Other duties as assigned.

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

1. Bachelor’s degree in business, finance, accounting, or any other related field.
2. Prior work experience for a minimum of 2 years and a maximum of 6 preferably in accounting or finance or relevant operations, preferably with the World Bank, USAID or any other international development agency
3. A minimum experience of 1 year in procurement, preferably with the World Bank, USAID or any other international development agency
4. Strong knowledge of bookkeeping and accounting practices.
5. Working knowledge of accounting software.
6. Should have integrity, excellent mathematical skills, and an understanding of data privacy standards.
7. Good organizational skills.
8. Good knowledge of Excel and Excel functions.
9. Self-motivated with willingness to take initiative.
10. Strong critical thinking and problem-solving skills.
11. Strong analytical skills and detail-oriented.
12. Excellent time management skills with an ability to handle multiple tasks, work under pressure with multiple teams to achieve objectives.
13. Effective written and oral communication skills in Arabic and English.
14. High level of cultural adaptability and sensitivity.
15. Willingness to travel as needed.

 **Education Requirements**

University Degree in Communication, Business Administration, IT, Engineering, Languages or any other relevant field.

**V. Duration of Assignment**

The contract period is for one year, renewable up on annual appraisal. The Finance Officer 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.

**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:

<https://www.bayt.com/en/jordan/jobs/finance-officer-4434648/>