**The Ministry of Digital Economy & Entrepreneurship**

**The Digital Skills Association**

**Terms of Reference (ToR)**

**JO-MODEE-254556-CS-INDV**

**Job Opening: ICT Skills Development 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 **ICT Skills Development Manager** for DigiSkills through MoDEE to support the preparation and implementation of DigiSkills’ activities. The ICT Skills Development Manager will report directly to the Managing Director.

1. **Responsibilities of the ICT Skills Development Manager**
2. Developing the training provision ecosystem by building private sector-led collaborations
3. Managing a CRM system/labor market information system (LMIS) serving as a single window platform to aggregate supply and demand trends in the labor market ecosystem
4. Planning and developing unified IT infrastructure for monitoring and evaluation requirements, and to track the life cycle of trainees, other stakeholders
5. Developing varied training models: online, offline, blended – as per evolving industry requirements
6. Leading the development and execution of various strategies to engage with government and private partners to sustainably improve TVET (examples include application of iterative approaches to development, systems mapping and diagnostics exercises, evidence-based analysis, and incentive design initiatives)
7. Contributing to the creation of a common platform for ecosystem players to enable collaboration, sharing of ideas and coalescence around systemic issues
8. Ensuring timely and high-quality outputs linked to organizational goals
9. Developing communication, media and outreach strategies to attract trainees to various programs
10. Other duties as assigned
11. **Eligibility and Minimum Qualifications**
12. Prior work experience for a minimum of 8 years and a maximum of 12 preferably in training management, ICT skills support, or any other relevant field
13. Experience/familiarity with the digital skills ecosystem is desirable
14. Experience implementing training/designing training programs
15. Experience of working/collaborating with the government at both centre and state level
16. Experience in dealing with national/international/multilateral agencies
17. Excellent business judgment and strong analytical and problem-solving skills
18. Capacity to deal with conflicting priorities and deliver high quality work on schedule; facility to work successfully in multicultural teams and across boundaries.
19. Effective written and oral communication skills in Arabic and English.
20. Excellent computer skills.
21. High level of cultural adaptability and sensitivity.
22. Willingness to travel as needed.
23. **Education Requirements**

Bachelor Degree or higher in Education, Economics, Development Studies, Public Policy, or any other related field.

1. **Duration of Assignment**

The contract period is for one year, renewable up on annual appraisal. The ICT Skills Development 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 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/ict-skills-development-manager>

Kalatechs Website

<https://kalatechs.com/vacancies/ict-skills-development-manager>