**The Ministry of Digital Economy & Entrepreneurship**

**The Digital Skills Association**

**Terms of Reference (ToR)**

JO-MODEE-241545-CS-INDV

**Job Opening: Procurement 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 **Procurement Officer** for DigiSkills through MoDEE to support the preparation and implementation of DigiSkills’ activities and will report directly to the Operations Manager.

1. **Responsibilities of the Procurement Officer**
2. Coordinate closely with the PMU procurement staff at the Ministry of Digital Economy and Entrepreneurship (MoDEE) and support implementing all policies and procedures related to procurement activities and ensuring MoDEE and the World Bank’s procurement regulations are followed in all transactions
3. Participate in technical committees or team meetings in order to ensure timely implementation progress with a focus on procurement -related activities
4. Support management of contracts including inspection, ensuring compliance with terms and conditions of contract, proactively addressing delays, trouble-shooting problems, assisting in contract amendments, and ensuring completion of the delivery works
5. Develop and update the project procurement plans and maintain other well-defined tools to manage and track procurement activities including costs, timeline, status, etc.
6. Assisting the Bid Opening Committee as well as the Evaluation Committee to prepare evaluation reports as well as providing necessary assistance and tools for conducting evaluation processes
7. Ensure compliance of procurement activities with MoDEE and World Bank’s rules, regulations, policies, and strategies
8. Coordinate closely with MoDEE’s PMU Finance Officer, and provide them with progress reports against procurement plans for the life of the project
9. Coordinate closely with the Operations Manager and support processes for proper monitoring system and control of procurement processes, including managing Expressions of Interest (EOI), Requests for Proposals (RFP), Request for Bids (RFB), and Requests for Quotations (RFQ), receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with MoDEE and World Bank’s rules and regulations
10. Maintain a coherent filing system for archiving all approvals, contracts, contract amendments including all consultants’ deliverables are properly filed and referenced
11. Other duties as assigned
12. **Eligibility and Minimum Qualifications**
13. A minimum of 2 years and maximum 8 years of relevant experience in a similar position preferably in the public sector or with international donors and organizations
14. Experience in and thorough understanding of GoJ’s procurement systems is preferable
15. Experience working with government or major donors/funding agencies (preferably including the World Bank)
16. Solid knowledge and understanding of procurement processes, policies, and systems
17. Strong interpersonal and relationship management skills
18. Self-motivated with a willingness to take initiative
19. Ability to handle multiple tasks, work under pressure, and within teams to achieve objectives
20. Strong critical thinking and problem-solving skills
21. Strong Communication and negotiation skills
22. Accurate and precise attention to detail
23. Demonstrated ability to work as a team member
24. Excellent planning/organizational skills, and ability to support procurement activities of several procurement plans in parallel
25. Effective written and oral communication skills in Arabic and English.
26. Excellent computer skills
27. High level of cultural adaptability and sensitivity
28. Willingness to travel as needed
29. **Education Requirements**

Bachelor Degree or higher in Accounting, Business Administration, Engineering, Languages or another relevant field.

1. **Duration of Assignment**

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

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:

<https://www.bayt.com/en/jordan/jobs/procurement-officer-4434643/>