



Ministry of Digital Economy & Entrepreneurship
Terms of Reference
Youth Technology and Jobs Project

Job Opening: Project Management Unit (PMU) Director

I. About the Youth, Technology, and Jobs (YTJ) Project

The Government of Jordan (GoJ) will receive financing from the World Bank to implement the Youth, Technology, and Jobs (YTJ) project, which is expected to become effective in April 2020. The Ministry of Digital Economy & Entrepreneurship (MoDEE) is the implementing agency of the YTJ project, which aims to improve digitally-enabled income opportunities and expand digitized government services in Jordan. The YTJ 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 economy. The project duration is five years.

The project components are:

Component 1 – Support the supply of digital skills in Jordan

- **Sub-component 1.1: Support private sector-led digital skills development.** Support the establishment of the National Skills Council for Information and Communication Technology (NSC-ICT), as an independent (financially and administratively) legal entity, with a majority private sector board membership and representation from key public sector stakeholders, and with the mandate to: (a) conduct demand and supply side assessments; (b) establish national occupational standards; (c) qualify training service providers; (d) select and contract training service providers; (e) create, accredit, and disseminate on-line training materials; (f) conduct national awareness activities; (g) engage in monitoring and evaluation; and (h) establish comprehensive customer relationship management (CRM) system for the beneficiaries. The activities of the NSC-ICT will be coordinated with and, when required by vocational training law and regulations, approved by the Vocational and Technical Skills Development Corporation.
- **Sub-component 1.2: Enhance digital skills competencies for public school students.** Introduce quality technology courses in public classrooms G7-12. The activities under this sub-component will aim to identify gaps in the existing information technology courses in schools, develop context-relevant technology learning assets, train teachers on the new courses and roll-out in a systematic way across public classrooms.
- **Sub-component 1.3:** Provide working spaces in underserved communities through Tech Hubs. Support upgrading and equipping three to five technology hubs (Tech Hubs) as “for fee” venues for skilling programs, networking, and co-working spaces for trainers, entrepreneurs, freelancers, Civil Society Organizations (CSOs), and Business Process Outsourcing (BPO)

businesses in nearby communities.

Component 2 – Support the expansion of digital sector and digital government services in Jordan

- **Sub-component 2.1: Support the expansion and access to market for digital firms¹ and digital platforms.** Provide incentive packages to support the growth plans of digital firms in underserved communities to help build and scale their activities and generate local job opportunities. Provide access to income opportunities in various tech and non-tech economic activities for individuals in the gig economy. The project will seek to increase the adoption of platforms by supporting CSOs in training individuals to access and offer their services on digital platforms and by conducting market outreach and awareness building, with a focus on underserved communities.
- **Sub-component 2.2: Support digital transformation of service delivery to citizens and businesses.** Support activities designed to improve access to and quality of selected e-government services. In addition to improving quality and cost efficiency of service, the government’s commitment to adopt a private sector-based delivery model for government e-services is expected to create business opportunities for local digital firms, which will provide an impetus for employment growth in the digital sector.
- **Sub-component 2.3: Support digitization of payments.** Support the government commitment to advance penetration of digital payments in Jordan supporting e-payments for all applicable government services, with a focus on front-end services.

Component 3 - Project management & implementation support. MoDEE will establish a Project Management Unit (PMU) at the MoDEE, which will include representatives from Ministry of Labor and Ministry of Education. The PMU (within MoDEE) will have the overall fiduciary responsibility for project implementation and ensuring activities are executed in accordance with the Program Operational Manual (POM).

The objective of this ToR is to identify and hire the **PMU Director** of the project.

II. Responsibilities of the PMU Director

The PMU Director is tasked with managing and coordinating experts and other staff of the PMU, as well as overseeing the project and ensuring its timely preparation and implementation. The PMU Director also ensures co-ordination between the PMU and relevant Ministries and other beneficiaries of project support, departments of relevant Ministries tasked with co-ordinating project preparation and implementation with the overall aim of ensuring appropriate preparation and implementation of the project, expenditure of funds, and timely reporting. The PMU Director is also responsible for monitoring and reporting on performance of the project during its preparation and realization period.

The PMU Director will take the measures available to him/her to ensure preparation and implementation of the project and achievement of its individual objectives, in compliance with

¹ Digital firms in this context refers to technology or technology-enabled companies, organized or incorporated in Jordan, that work on the: (a) development of information technology products or services, and/or (b) provision of IT or IT-enabled business processes for third parties – also known as IT outsourcing and business process outsourcing.

deadlines and costs listed in the project documents. The PMU Director will report directly to the Minister of Digital Economy & Entrepreneurship.

Specifically, the PMU Director will have the following scope of work:

- Develop the project implementation plan in accordance with the Project Appraisal Document (PAD) and POM.
- Oversee all project operations during preparations and implementation, including (a) financial management and budgeting, (b) procurement management and implementation, (c) monitoring and managing/evaluating program activities, and (d) reporting on project progress and related fiduciary and technical aspects on a regular basis. The PMU Director will ensure timely implementation of project activities and and submission of reports and requests for disbursement of project funds.
- Participate in the selection of the PMU staff members, following the project procurement plan.
- Direct, support, and supervise all PMU staff in the performance of their respective duties; evaluate their performance on a regular basis to ensure that their tasks and action are in line with the plan and their terms of reference; and recommend changes where necessary.
- Lead the necessary marketing, outreach, training, capacity building, and support events and activities relevant to the success of the project.
- Apply a sound leadership approach to create a culture that drives employee engagement and build high performing managerial teams and foster teamwork to ensure the efficient functioning of the PMU.
- Report to the steering committee on a regular basis in accordance with the guidelines on reporting under the sections of financial management, safeguards (ESMF), procurement, and project Monitoring & Evaluation, and formulate policies and planning recommendations.
- Build and sustain strong relationships with key partners and stakeholders in both the private and public sectors, including coordinating the roles of stakeholders that are involved in project implementation.
- Manage the relationship with all YPJ project contracted entities, including National Skills Council for ICT, service providers, and consultants.
- Maintain deep knowledge and keep abreast of market/industry trends and changing dynamics as it relates to the digital economy.
- Track and monitor results of end beneficiaries against target in accordance with the project results framework and monitoring & evaluation guidelines as specified in the POM, and take corrective actions as needed.

III. Eligibility and Minimum Qualifications

- Significant prior experience in relevant operations for a minimum of 15 years, including senior leadership and management positions for 5 years, with strong working experience in technology related activities.
- Strong knowledge and experience in the Jordanian ICT sector and its role as an engine of growth for the whole economy including familiarity and/or experience in the following areas:
 - E-Government and digital payments.
 - Digital skills development.
 - Growth of private enterprise with focus on digital firms.
 - Digital entrepreneurship.
 - Gig economy / digital platforms.

- Overall demand and supply dynamics of the digital economy.
- Professional expertise in project governance, finance, management, and human resources practices.
- General knowledge of procurement and financial management procedures of international financial institutions.
- Experience in implementing monitoring and evaluation systems to measure the impact of project activities and to track performance of project beneficiaries.
- Experience in preparing and chairing meetings and conferences aimed at networking and ensuring co-operation between officials of the Government and other public authorities.
- Strong familiarity with diverse business functions such as marketing, PR, product development, finance, etc.
- Experience in negotiating and establishing partnerships with key local, regional and global stakeholders.
- Strong expertise in ecosystem building including access to markets, access to networks, access to funding, and targeted business development.
- Personal qualities of integrity, credibility, and commitment to YPJ objectives.
- Strategic and integrative thinker with strong experience in interpreting a strategic vision into an operational model.
- Entrepreneurial mindset and high tolerance for risk, ambiguity and change.
- Strong critical thinking and problem-solving skills with ability to develop solutions for complex issues.
- Excellent business judgment and strong analytical and problem-solving skills to identify issues and present creative, practical solutions.
- Great team player, able to mentor and train more junior staff.
- Capacity to deal with conflicting priorities and deliver high quality work on schedule; facility to work successfully in multicultural teams and across boundaries.
- Excellent oral and written presentation skills in Arabic and English are required.
- Willingness to travel.
- Possession of PMP (Project Manager Professional) or Prince 2 – will be considered as an advantage.

IV. Education Requirements

University Degree in Economics, International Development, Governance, Public Administration, Business Administration, IT, Engineering or another relevant field.

V. Duration of Assignment

The contract period is for one year, renewable up to 5 years. The PMU Director must diligently perform in a proper and efficient manner the duties set out within these TORs and any other task or responsibilities that may arise in relation to the proper management and delivery of the project.

VI. Application

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their **cover letter** and **resume** via email to wb.jobs@modee.gov.jo

Deadline: Kindly Submit before 11:59 PM on Thursday 12 March, 2020