



TURQUOISE MOUNTAIN

Terms of Reference
Design Officer
Jordan Country Office

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage-based urban regeneration, traditional craft training, and connecting artisans to market opportunities. We seek to provide jobs, skills, and opportunities, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 7,000 craftspeople, generated sales of more than \$17m in craft products, and welcomed 1m visitors to our exhibitions worldwide.

Introduction

The Turquoise Mountain Institute of Design, Crafts and Economic Development takes pride in leading the way to embrace and revive traditional crafts while fostering economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute aims to strengthen unique cultural and creative industries. Through a comprehensive educational program, Institute members acquire the skills needed to succeed in the crafts sector, enabling artisans to achieve financial autonomy by launching their enterprises and actively contributing to the economy.

Turquoise Mountain is set to implement a new program, focusing on sustainably strengthening and growing the businesses of Home-Based Businesses (HBBs) and Micro and Small Enterprises (MSEs) in the tourism and cultural sectors around northern heritage and nature sites in Jordan (Jerash, Ajloun, Umm Qais, Pella, and the Yarmouk Nature Reserve).

In pursuing holistic skill development, we seek a creative Design Officer who will be a vital team member and will be entrusted with the significant responsibility of overseeing the design and production processes within the program. His/her role will encompass quality control, progress tracking, documentation and seamless alignment of design training with the program objectives. He/she will contribute to the realization of our commitment to fostering creative growth and contribute to the successful implementation of the program.





Roles and Responsibilities

This role will be directly supervised by the Head of Economic Development and his/her primary responsibilities include:

- Identify the needs of beneficiaries and provide support and guidance in design and quality control.
- Implement design thinking ideologies to foster engagement and motivation, promoting active participation and critical thinking.
- Ensure that materials and designs are accessible to diverse learners, accommodating different needs.
- Field visits to different workplaces.
- Regularly monitor and evaluate the progress of the beneficiaries in their product development and consistently track outcomes.
- Monitor beneficiaries' progress, measure their performance, identify weaknesses, and suggest corrections in the approach and methodology.
- Conduct mentorship sessions for the beneficiaries around design and production.
- Represent the organization at workshops, conferences, and other professional settings.
- Constantly develop and improve the design process of the beneficiaries.
- Assist with the planning and implementation of major events.
- Provide support and assistance for any other tasks assigned.

Qualifications and Requirements:

- A degree in design, architecture, industrial design, or a related discipline.
- Up to 3 years of design-related experience.
- Knowledgeable of quality control standards.
- Efficient with scheduling and organizing multiple tasks.
- Ability to mentor and guide people in the development of their products.
- Excellent written and verbal communication skills (English and Arabic).
- Passionate and committed to professional development.
- Creative thinker and problem solver.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- The ability to understand and conceive technical drawings. Knowledge of AutoCAD and rendering programs is essential.
- The ability to collaborate effectively with others in a team setting.
- Interest in cultural heritage is a plus.





Working hours:

5 days a week (Sunday to Thursday) from 9:00 am – 5:00 pm

Contract Duration:

18 months (3-month probation period)

Location:

Based in Jubeiha, Amman with frequent visits to Irbid

Application Process:

To apply, please submit your application via this [link](#) and include the following in the PDF format.

- A cover letter in English about your background, experiences and motivations for this post explicating your design experience (250 words).
- A one-page resumé.
- A five-page portfolio with samples of your work.

Only shortlisted applicants will be contacted.

Application Deadline:

The application pack – by e-mail must be received by no later than **31th January, 2024.**

