Terms of Reference

Economic Development 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 proudly leads the way in embracing and reviving traditional crafts and sustaining economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute's ambition is to strengthen the unique cultural and creative industries. Through a comprehensive educational program, members of the Institute learn the skills needed to succeed in the crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

The purpose of this Terms of Reference (ToR) is to outline the responsibilities and tasks of the Economic Development Officer where he/she will play a crucial role in implementing various economic development-related activities and initiatives to support the organization's mission of empowering trainees and facilitating their successful transition into the job market in addition to achieving the economic growth of people working in the crafts sector. The Officer will be responsible for coordinating employment skills training, providing employment advice, mapping potential employers and partners and follow up with students and entrepreneurship program beneficiaries.
Role and Responsibilities

This role will be line managed by the Head of Economic Development and will be responsible for the following tasks:

- Provide support and assistance in all matters related to employment requirements, ensuring alignment with the organization's goals and objectives.
- Conduct weekly one-to-one employment advice and support sessions for trainees, assisting them in setting achievable employment goals, crafting compelling CVs, writing professional bios, and preparing for interviews.
- Assist trainees in creating comprehensive portfolios showcasing their work and skills, enhancing their employability in the job market.
- Coordinate and organize visits to employers, workshops, and guest speaker events to expose trainees to potential employment opportunities and industry insights.
- Assist in the coordination of Employment Skills Training program for entry-level trainees, ensuring its effectiveness and relevance to employer expectations and labour market demands.
- Continuously gather feedback and input from employers to improve the training curriculum and better match trainees' skills with the needs of the job market.
- Plan and organize collaboratively, networking events to facilitate connections between trainees and potential employers.
- Regularly follow up with trainees after training to monitor their employment status and maintain comprehensive records.
- Develop and administer surveys to trainees to gather insights into their aspirations, motivations, and future plans, enabling continuous program improvement.
- Conduct market mapping to identify potential employers, workshops, design houses, factories, etc.
- Manage the project database and other monitoring and evaluation (M&E) tools to track progress and outcomes of employment-related activities.
- Regularly follow up with trainers to track trainees' progress, assess behaviour, and ensure accurate evaluations of their performance.
- Assist in implementing the entrepreneurship program, including preparing reports and assessments, and coordinating regular meetings and follow ups with participants.
- Support in conducting thorough research on market needs and perform skills gap analysis to ensure the organization's programs align with industry demands.
Qualifications and Requirements

- Bachelor’s degree in business administration, development studies, or a related field.
- Proven experience in economic development, employment support, project management or related areas.
- Strong understanding of labour market trends and employer expectations.
- Excellent communication, interpersonal, and networking skills.
- Ability to work independently and as part of a team.
- Proficiency in project management and database management.
- Strong analytical and problem-solving skills.
- Familiarity with monitoring and evaluation practices.
- High level of empathy and ability to provide personalized support to trainees.

Working hours:

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

Contract Duration:

12 months (3-month probation period)

Location:

Jubeiha and Jabal Amman, Hashemite Kingdom of Jordan

Application Process:

To apply, please submit the following in one PDF document to hr.jo@turquoisemountain.org (The e-mail subject line should be: Economic Development Officer – Your Name).

- A cover letter in English about your background, experiences and motivations for this post explicating your design experience (250 words).
- An updated resumé.

Only shortlisted applicants will be contacted.

Application Deadline:

The application pack – by e-mail must be received by no later than **25th August 2023**.