



TURQUOISE MOUNTAIN

Terms of Reference

TRAINING ASSISTANT

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 a sense of pride, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 10,000 craftspeople, generated direct sales of \$7m in craft products and welcomed 1m visitors to our exhibitions worldwide.

Context

Turquoise Mountain is established a project in Jordan to support artisans and to promote involvement with heritage. The project will work across high-end craft production for international and local markets, vocational training in traditional skills, and cultural heritage outreach.

The purpose of this full-time role is to support the training Projects Officer in the implementation of Turquoise Mountain's vocational training program in Jordan, which will take place in a diversity of contexts and locations.

Roles and responsibilities

- Full oversight of all vocational training requirements including keeping records of attendance of all trainees and coordinating with finance team on the payments of stipends and salaries of trainees and trainers
- Develop and maintain a sound network of government and other stakeholder counterparts
- Responsible for compiling list of purchases as requested by trainers and in coordination with Project Officer in line with TM procurement policy
- Participating in developing project documentation and undertake other program administration tasks
- Supporting the Project Officer in all aspects of the program implementation and development as requested.
- Reporting on project activities and expenditure as requested by the Project Manager and according to project timeframes.
- Responsible for managing project database and other M&E tools, Visit project sites on a regular basis in coordination with Project Officer
- Preparing and facilitating together with project manager and local partner to plan, design and conduct workshops and trainings.
- Keeping inventory records of all tools and materials in the workshops

- Ensure that all the trainers and trainees comply with all Health & Safety procedures

Skills:

- At least 2 years of experience in development projects, preferably related to the implementation of training programs
- Capacity to plan and coordinate sub-sections of a same project over a diversity of environment (vocational training centres, refugee camps, TM Training centres)
- Fluent in Arabic and English
- Good skills in MS Excel, Word, and Power point
- 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:

11 months (2-month probation period)

Location:

Jubeiha and Jabal Amman, Hashemite Kingdom of Jordan

Salary:

Commensurate with experience

Application Pack:

Cover Letter and CV, please send the application pack to vacancy.jo@turquoisemountain.org. The e-mail subject line should be: TM Training Assistant Opening – Your Name.

Application Deadline:

The application pack must be received by no later than 5pm on Monday, 18th January 2021.