



TURQUOISE MOUNTAIN

Terms of Reference

Training 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 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 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

- To support in the implementation and development of Turquoise Mountain's craft training program in Jordan
- To help develop methods of project initiation, execution, and delivery.
- Support Training Manager in revising and developing curriculums and designing training materials
- To support in the recruitment of trainers and trainees within the guidelines of Turquoise Mountain
- Ensure all contracts are managed in accordance with their terms of reference
- Responsible for compiling list of purchases as requested by Training assistant and in coordination with procurement and logistics team in line with TM procurement policy
- Provide support to Turquoise Mountain's Monitoring and Evaluation (M&E) Officer by tracking activities, data collection, database administration, and M&E related coordination with counterparts, as required.
- Develop and maintain a sound network of government and other stakeholder counterparts
- Manage the trainers' day-to-day tasks, evaluate them on a quarterly basis, and provide the required reports if needed.

Skills:

- At least 5 years of experience in development projects, preferably related to the implementation of training programs
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Excellent written and verbal communication skills (English and Arabic)
- Experience in program administration, operating procedures, oversight, and monitoring
- Knowledge of project funding procedures and guidelines
- 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 Officer Opening – Your Name.

Application Deadline:

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