TERMS OF REFERENCE

Reporting and Proposal Development Officer (Nationals Only)

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 $17m in craft products and welcomed 1m visitors to our exhibitions worldwide.

Context

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.

As a Reporting and Proposal Development Officer at Turquoise Mountain Institute, you will work closely with the Head Institute to manage grants, develop proposals, and maintain strong relationships with donors. Your primary tasks will involve ensuring timely and efficient reporting to donors, coordinating proposal development, promoting best practices in Turquoise Mountain’s work, and sharing essential information with relevant stakeholders.

Roles and Responsibilities

This role will be line managed by the Head of institute and will:

1. Grant Management and Proposal Development:
   - Coordinate donor reporting and liaise with various departments to ensure high-quality inputs for proposals and reports.
   - Organize, track, and maintain all aspects of the grant process, including developing proposals, concept notes, rules & regulations, and deadlines for internal and external stakeholders.
   - Maintain updated documentation of grant management in the organization’s systems.
   - Consolidate and disseminate internal reports and support grant-related workshops.
   - Monitor funding opportunities and stay updated on donor priorities and strategies.

2. Representation and Donor Relations:
   - Coordinate with the communication team to ensure that the donor communication guidelines are appropriately implemented.
Maintaining proper and professional communication with the donors.
- Represent Turquoise Mountain in relevant events and if needed.
- Conduct periodic catch-up meetings with the donors.

3. Monitoring and accountability:
- Support project manager in MEAL regulations from Turquoise Mountain global policies.
- Proactively manage compliance issues and propose solutions to potential deviations in grant management.
- Develop monitoring plans and tools to track project progress and outcomes.
- Conduct regular monitoring visits to project sites to assess project implementation and identify areas for improvement.
- Coordinate with stakeholders to ensure efficient and accurate data collection and reporting.
- Help develop and implement systems for data management and analysis.
- Work with project manager to prepare regular reports on project progress for donors.
- Conduct spot checks and internal audits to identify any issues or gaps in project implementation and provide solutions.
- Support project manager in establishing feedback and complaints mechanisms for beneficiaries and stakeholders.
- Participate in relevant meetings, trainings, and workshops to build capacity and knowledge in project monitoring and accountability.

4. Support Program Initiatives:
- Regularly visit field offices to maintain an in-depth understanding of the organization's activities.
- Support to staff members on program development and reporting.
- Contribute to the development of the fundraising strategy and the implementation of donors’ engagement plan.

**Qualifications and Requirements:**

- A bachelor’s or master’s degree in a relevant field such as international relations, social sciences, or international development.
- At least 2 years of professional experience in various contexts including emergency, transition, and development.
- Strong skills in donor reporting and fundraising.
- Fluent in English (oral and written), with excellent communication and organizational skills.
• Efficient with scheduling and organizing multiple tasks.
• Passionate and committed to professional development.
• Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
• The ability to collaborate effectively with others in a team setting.

**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 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 experience (250 words).
⇒ A one-page resumé.
⇒ Only shortlisted applicants will be contacted.

**Application Deadline:**
The application pack – by e-mail must be received by no later than 31st January 2024.