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

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 array of educational programs, members of the Institute acquire the practical knowledge and aptitude necessary to tap into their potential and enliven the flourishing crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

The Institute of Design, Crafts and Economic Development is seeking an experienced Training Assistant to support in the implementation of vocational and design training programmes. The successful candidate will have excellent communication and interpersonal skills and a genuine interest in working with diverse groups.
Roles and responsibilities

This role will be line managed by Outreach & Admin Officer and will be responsible for the following tasks:

- Assist in developing programmes and coordinating key activities for training programmes.
- 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.
- Responsible for outreach tasks and recruiting trainees by screening applications, interviewing trainees, and signing them up to the training programs & to ensure all contracts are managed in accordance with their terms of reference.
- Develop and maintain databases for tracking the progress of training programs.
- Responsible for compiling list of purchases as requested by trainers.
- Supporting the implementing team in all aspects of the program implementation and as requested.
- Responsible for managing project database and other M&E tools, visit project sites on a regular basis to ensure the progress of the training.
- Keeping inventory records of all tools and materials in the workshops.
- Ensure that all the trainers and trainees comply with all Health & Safety procedures.
- Working closely with the team, providing support in the execution of team activities.

Qualifications and Requirements:

- Bachelor’s degree in business administration, development studies, or a related field.
- 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:**

12 months (3-month probation period)

**Location:**

Jubeiha and Jabal Amman, Hashemite Kingdom of Jordan

**Salary:**

Commensurate with experience.

**Application Process:**

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

**Application Deadline:**

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