

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 has 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 Manager in the implementation of Turquoise Mountain’s training program in Jordan, which will take place in a diversity of contexts and locations.

***Roles and responsibilities***

* Full oversight of all training requirements including managing training assistants and making sure that they are keeping records of attendance of all trainees and coordinating with finance team on the payments of stipends and salaries of the trainees
* Responsible for outreach tasks and recruiting trainees by screening applications, interviewing trainees and signing them up to the training
* Ensuring that training assistants are compiling list of purchases as requested by trainers and in coordination with procurement and logistics team in line with TM procurement policy
* Participating in developing project documentation and undertake other program administration tasks
* Supporting the Project manager 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 Manager
* Preparing and facilitating together with project manager and local partner to plan, design and conduct workshops and trainings.

***Skills:***

* At least 5 years experience in development projects, preferably related to the implementation of training programs
* Capacity to plan and manage sub-sections of a same project over a diversity of environment (vocational training centers, refugee camps, TM Training centers)
* Fluent in Arabic and English
* Good skills in Microsoft Office
* 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 (3 month probation period)

***Location:***

Jubeiha, 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– Your Name.

***Application Deadline:***The application pack must be received by no later than 5pm on Sunday, 3rd October 2021.