1. **Introduction:**

   To achieve the goal of decent work for all, the ILO operates in Jordan through the Decent Work Country Programme (DWCP) 2012-2015 (with an extension to 2017), which is the main vehicle for delivery of ILO support in the country. Its’ three priorities are: (1) Decent work opportunities for young Jordanian men and women are expanded through the promotion of better working conditions, non-discrimination and equal rights at work, (2) A minimum level of social security is extended to the most vulnerable groups of society through the social protection floor, as part of a more comprehensive social security system in Jordan, and (3) Employment opportunities are enhanced, with focus on youth employment. The Jordan DWCP is an integral part of the One UN Strategic Plan.

   In line with the ongoing DWCP Extension Framework, the ILO has proceeded with the implementation of the Phase 2 of the ‘Applying the G20 Training Strategy’ project (the Project) funded by the Russian Federation which includes six countries-beneficiaries: Armenia, Kyrgyzstan, Tajikistan, Jordan, Viet Nam and the Russian Federation (the Project Countries). The overall objective of the Project is to enhance the capabilities of each country to improve its training delivery system, extend better training to those who need it most, and thereby contribute to the competitiveness and economic growth. The partnership between the Russian Federation and the ILO in applying the G20 Training Strategy is promoting the adoption of competency-based training and assessment approach that has proven highly effective in the continuously growing number of countries around the globe.

   In Jordan, Phase 1 of the Project has focused its’ interventions on identifying the future skills needs in the Pharmaceutical and Food Processing sectors, and on providing concrete answers to the skills development needs of the two sectors (Pharmaceutical and Food & Beverage). Phase 2 of the Project (2017-2019) will aim to identify and reduce a mismatch between the demand for skilled workforce and the occupational and qualifications structures of TVET graduates. It will also bridge technical education and training to export growth including
in support of EU-Jordan trade agreement, economic diversification, and the creation of more
and better jobs.

The Project structure will continue to consist of a Central Project Office (CPO) based in
Geneva and National Project Coordinators in each of the participating countries. The CPO is
staffed by a Chief Technical Adviser, and by the Technical and Sectoral Skills Experts, and a
Programming Officer along with Administrative and Finance support staff and other
international experts, both short- and long-term.

The ILO Skills and Employability Branch at Headquarters (SKILLS) is responsible for
the overall Project implementation in all six Project Countries. The ILO Decent Work
Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-
Moscow) is facilitating implementation of the Project in Armenia, Kyrgyzstan, Tajikistan and
the Russian Federation. The ILO DWT in Beirut and the CO in Hanoi have the overall
responsibility for the Project implementation in Jordan and Viet Nam respectively.

The Chief Technical Adviser (CTA) based in Geneva has the overall responsibility for
the Project implementation, monitoring, and reporting. Technical and organizational activities
of the Project in each country-beneficiary will be carried out by relevant National Project
Coordinators (NPCs) in line with the established plans of activities.

2. Reporting lines:

Under the direct supervision of the Director of the Decent Work Team in Beirut, the
incumbent will report technically to the CTA, and to the Country Coordinator for daily
management of the Project. S/he will be guided, as required, by the Project’s Technical Expert
and the Sectoral Skills Expert in completion of specific activities. The incumbent is required to
effectively cooperate with relevant ILO National staff in Jordan as well as with specialists and
other staff of the Regional Office for Arab States in Beirut.

General accountability of NPC
The National Project Coordinator will deliver the Project activities in Jordan and assist
the CTA in Project implementation through promoting full understanding of the ILO’s
mandate among national stakeholders, partners and beneficiaries promoting thereby
International Labour Standards and Social Dialogue.

3. Duties and responsibilities:

1. Review and analyze policies, strategies, programmes and priorities, available statistical data,
   reports and other information relevant to implementation of the Project and make use of
   the opportunities offered by the national development frameworks;

2. Coordinate and facilitate the establishment and effective functioning of the tripartite
   National Project Steering Committee (NPSC) in the country;

3. Cooperate closely on Project implementation with Government bodies, Workers' and
   Employers' Organizations at national and sector level, educational and training agencies,
   research/study institutions and other relevant national and international development
   partners, including other UN agencies, as required, to expedite the Project implementation
and meet its targets; identify areas of cooperation with other projects and agencies and
advise and report to the Project's CTA in writing when appropriate;

4. Brief relevant ILO specialists, and Project experts in the country on Project
implementation issues when required;

5. Assist in the preparation of the national Project Work Plans and their approval by the
tripartite NPSC; provide essential input into drafting/preparation of activity reports,
progress and final reports;

6. Monitor Project's progress by reviewing, verifying and analyzing the situation,
implementing work-plans, producing activity reports, progress and final reports,
communicating to the Country Coordinator and the CTA on Project-related matters on
monthly basis and on request;

7. Document the Project activities in details and maintain the accurate record of the Project's
performance in line with the requirements of the ILO, and the Project Monitoring and
Reporting framework reflecting achievement of the Project's performance indicators,
respective country programme outcomes as well as 2030's agenda;

8. Organize and coordinate, in collaboration with the tripartite constituents and stakeholders,
any Project-related activity aiming to raise awareness on the G20 Training Strategy and
relevant ILO Conventions;

9. Collect the required information and prepare drafts of the news, press releases, official
correspondence, briefs, statements and speeches, and other relevant internal and public
information material in English, and in Arabic if need be; translate such information into
English and Arabic as appropriate for use by ILO officials and tripartite constituents, and
for placement of such information on the Project's on-line resource sites as applicable.
Compile relevant project materials to promote knowledge sharing within office, with UN,
donors and media;

10. Identify, inform and advise on recruitment of national experts and contractors for
implementation of the Project's activities. Assist in drafting the Terms of Reference for the
Project's assignments;

11. Prepare budgets and conduct expenditure analysis on the Project activities, analyze and
monitor the resource allocation and disbursement as compared to planned activities and
make recommendations to the CTA for remedial action;

12. Maintain full confidentiality of administrative and personnel related documentation.
Perform, coordinate and report on the project administrative work. This includes making
cost estimates, preparing and checking supporting/justification documents, requesting
funds and payments. Seek the most rational use of funds and ensure compliance with
established ILO rules and procedures;

13. Manage the organization and preparation of conferences, seminars, workshops, training
sessions, trips of local stakeholders abroad for participation in the Project-related activities
and secure all important administrative and logistical arrangements for the events;
14. Serve as primary focal point of operational and administrative contact for project matters with tripartite constituents in the country and maintain liaison and cooperation with them.

15. Serve as focal point for selected project-related matters and attend meetings, workshops and seminars.

16. Undertake missions needed for the project implementation and monitoring purposes, normally within the country and accompanying other officials;

17. Perform other duties as they may be assigned by the ILO Country Coordinator in Amman, Jordan and/or the CTA.

4. **Required qualifications:**

**Education:**

First level university degree in management, economics, engineering, human resource development, education and training or other relevant fields.

**Language**

Excellent command of English and Arabic. Proven experience of drafting project reports and making presentations effectively in both languages.

**Experience:**

1. At least three years of professional experience at the national level in the country concerned in the field of Skills Development, Employment, Labour Market Policies, Economic Development or related fields;

2. Experience in development and implementation of innovative technical cooperation projects funded by international development organizations and knowledge of applicable procedures of performance planning, contracting, monitoring and reporting requirements.

Familiarity with international policy instruments related to HRD, Skills Development, Employment and Labor Market would be an asset. Familiarity with Competency Based Education and Training approach, sector-based skills development systems, and the analysis of demand for skilled workforce would be an asset.

**Competencies:**

- Ability to maintain working relationships with all project stakeholders and work effectively with a large team of the international and national professionals, various government agencies, funding and development partners, such as UN entities, NGOs, and ILO technical units;
- Ability to establish and maintain systems within project operations;
- Demonstrated ability to manage technical co-operation projects of international organizations or major components thereof;
• Ability to understand and effectively work with Government, workers and employers organizations, non-government organizations and UN agencies;
• Ability to conduct action oriented research and write analytical technical reports in English;
• Ability to conduct policy discussion and high-level political processes;
• Good communication skills, both written and verbal, to successfully advocate for and mobilize action within the framework of Project activities;
• Clear commitment to mainstream gender into project activities;
• Ability to work on own initiative with a minimum of supervision, as well as in a collaborative environment as a member of a geographically dispersed team, good interpersonal relations;
• Ability to train and guide personnel;
• Ability to work under time pressure and meet deadlines;
• Knowledge of and ability to use computers, including Microsoft Office applications.

CONDITIONS OF EMPLOYMENT

Pensionable Salary:  JOD 34,025 p.a.
Basic Salary:  JOD 27,205 p.a.

Allowances and benefits
UN Pension Scheme
Health Insurance Scheme
30 working days' annual leave
Family Allowance

How to apply
Perspective candidates will be interviewed and may also be required to sit for a written examination. Applicants should send their Curriculum Vitae/resume to RECRUIT-ARABSTATE@ilo.org by indicating the above-mentioned vacancy number.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

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