

JOB DESCRIPTION

ASSESSMENT / TEACHING / COMMUNICATION CODING SCHOOL FOR REFUGEES & JORDANIANS

Position : **Job Advisor**
 Duration of the position : 8 Months
 Location : **Mafraq – Jordan**
 Hiring organization : Chams Foundation

i. Presentation

CHAMS Association is a combination between a coding bootcamp and a leadership programme whose aim is to get refugee and underprivileged youth with a passion for technology to participate to the local and international ICT sector. By offering free and certified « coding » training to people between 17 and 25 years old we want to sustain youth social inclusion between refugees and host communities as well as their employability regarding all gender. Our operational framework consist on developing social value programme by jointly bring together expertises on education and technology via the establishment of strong partnerships relation with institutional, EducTech, academics, corporates and other actors both at national and international level.

This is a pilot project :

- Chams Foundation is prospecting in Jordan since March 2018.
- Targeting 30 young people for a 7 months intensive training – 50% Syrians/Jordanians & men/women
- Objectives are to 1) Train our students 2) enhance the cohort professional integration 3) understand the ICT regional ecosystem 4) be aware of the labour legal system 5) capitalizing on project's assumptions for replication...
- Current partners are UNHCR, Al al-Bayt University, Simplon.co & Codi.tech and more to join

ii. Position Description

Missions

Your missions are to 1) prospect for partnerships 2) enhance & conduct students professional integration 3) assist the Project Manager and the Lead Trainer

Activities

- **Management**
 - Coordination with partners : solicit organizations & companies, build a Partnership Strategy, partners needs analysis, etc
 - Promoting the project through partnerships & various media
 - Organizing and taking part to ecosystem events & meetings with & without the students
 - Support and foster students in their professional integration and career plan via a close follow-up & partnerships
 - Students Cohort (selection, training, security, monthly interviews, etc) & Training (schedule, implementation, etc)
- **Assistance**
 - Reporting to the Project Manager on lessons learned, challenges, KPI, etc
 - Assisting the Project Manager Trainer & Reporting about the project
 - Assisting the Lead Trainer & Reporting about the curriculum
- **Monitoring & Assessment**
 - Job Market assessment
 - KPI & students monitoring tools assessment & setting up
 - Students acquisition & career plan monitoring and assessment

Any other duties as appropriate to the position & requested

iii. Qualifications & Deliverables

Requirements

- Advanced degree (minimum Bachelor) in subsequent relevant field : Management, Human Resources, Labor Law or related
- **And / Or**
- Experiences
 - Minimum of 2 years
 - In the Middle East (Jordan)
 - As a counselor, consultant or in a Department related to Human Resources for Web Agency, SMEs, Corporations, Startups, etc
 - In the Humanitarian sector would be an asset but not required
- **Excellent level in English & Arabic** both oral and written – French would be an asset but not required

Other competencies

- Good use of office tools and softwares
- Excellent interpersonal & communication skills – Ability to represent the organization to partners / other stakeholders & to participate to community / ecosystem events
- Excellent writing skills
- Responsible – Well-organized / Working autonomously & in Team
- Attentive / Responsive / Listening quality
- Strong motivation / Dynamic / Curious / Adaptable
- Analytical Skills
- Knowledge & interest in more than two of the subsequent sectors : digital, education, migration, protection, etc
- Aware of issues related to the Job Market : Gender, Vulnerables populations, Youth, etc

Deliverables

- Partnership Strategy, Job Market studies, Project documents, Contents tools...
- Assessing reports : mid & final reports on partnership & training aspects
- Students Follow process : career plans evaluation, interviews...
- Events animation : networking, ecosystem and project events...
- Other Documents & Reports

iv. Conditions & Responsibilities

- Full-time employment 5 days a week
- Location – Al al-Bayt University – Mafraq
- Salary & working conditions to be discussed
- November 2018 to 31th June 2019
- Responsibilities :
 - Under the Responsibility of the Project Manager (hierarchical line) and Lead Trainer (functional line)
 - Responsible of CHAMS partnerships and students professional integration

Only full application in English sent to martin@chamsngo.org sent prior to **October 15th 2018** will be considered (job informations references in the email header).

Send I) a cover letter, II) a current resume and III) contact information of two references

Only short-listed candidates will be contacted for an interview.