

Legislation and Opinion Bureau

Job Descriptions Legislation and Opinion Bureau

July 2012

Description of the Main Functions and Duties of Each Directorate

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Description of the Main Functions and Duties of Each Directorate

Introduction

The process of drafting job descriptions is considered the phase which follows the development of the organizational structure and functional analysis of the main mandate of administrative units. The organizational structure includes the identification and division of labor to specific functions with clear accountability, such functions are grouped into specific administrative units and portrayed in the form of an organizational chart that shows the name and level of administrative units included in the scheme. Job descriptions, on the other hand, define the job title, accountability and reporting structure, supervision scope, the general purpose of the job, technical and administrative tasks and responsibilities that must be performed, internal and external functional relationships, and main eligibility requirements with regard to academic qualifications, practical experience, knowledge, skills and personality traits and any other requirements and conditions that enable personnel to properly carry out these tasks.

The preparation and drafting of job descriptions require a full analysis of the nature and function of each job. It also entails the development of a written document that includes an accurate description of each of the duties, responsibilities and requirements of the job. Lack of clarity in job descriptions lead to confusion in work and ambiguity of requirements.

Job descriptions are considered the cornerstone of organizing functions and contribute to rationalizing the functions of selection, recruitment and human resources planning and in turn staff training and development. A job description is considered the primary reference for the preparation of a job vacancy announcement. After recruiting the staff, the job description becomes an effective tool to identify areas of improvement required in the incumbent and the preparation for a training and capacity building plan to qualify him / her to duly perform the job duties.

Also, job descriptions are used as the basis for assessing performance through identifying the objectives of the job at the individual staff level and setting the objectives for each staff member that pertain to his / her work, as well as the future objectives he / she aspire to achieve based on the long term goals of the job set out in the job descriptions.

This document is the first version of job descriptions and must be reviewed well by all relevant members at the Legislation and Opinion Bureau (LOB) before its adoption and endorsement. It is recommended that after it is adopted that it be periodically reviewed and on need basis. It is important to review the document at least once a year to ensure compatibility of job descriptions content with the latest adverbs at work.

It is proposed to stress to advisers, managers and department heads upon appointment to instruct their subordinates to adhere to the provisions and duties outlined in their job descriptions pertinent to their respective functions and duties.

In this regard, it is proposed that the Human Resources Development and Management Department hold awareness workshops for the Bureau's staff to explain the importance of job descriptions and the need and importance of adhering to them.

Description of the Main Functions and Duties of Each Directorate

Joint Administrative Mandate of Each Directorate and Department

The following points outline the main administrative functions and duties pertinent to staff members concerned with managing each of the organization's directorates and departments:

Administrative Functions of Directorates / Units Directors

1. Participate in setting JOB's strategic plans and objectives.
2. Prepare the implementation plan of the directorate, approve the work plans and programs of its departments and supervise their implementation.
3. Prepare the directorate's financial budget such that is performance based and commensurate with the directorate's objectives, activities and work plans.
4. Oversee the proper implementation of tasks, activities and functions of departments and submit periodic progress and achievements reports.
5. Develop work procedures and methodologies, upgrade the performance of subordinates, provide them with guidance to improve their capabilities and skills, and evaluate their performance and work.
6. Create the appropriate administrative organizational structure and environment and make available appropriate financial and moral incentives to motivate employees to participate, work and contribute creatively.
7. Coordinate and enhance communication channels between the directorate, panels and the other administrative units

Administrative Functions of Department Heads

1. Prepare the Department's work plan and programs and participate in developing plans and programs related to the functions and activities of the directorate.
2. Prepare periodic and other reports related to the work progress and achievements of the department and submit them to the concerned party.
3. Supervise the work and performance of subordinates, implement the duties and functions of the department per endorsed plans, and distribute work among staff.
4. Identify any problems related to work or employees, undertake necessary measures to provide a positive work environment for staff, improve and assess staff performance.
5. Prepare processes, procedures and instructions related to the organization of work of the department and continuously develop and enhance them.
6. Carryout any other functions assigned by the direct supervisor and which fall within the mandate of the department.

Description of the Main Functions and Duties of Each Directorate

Listing of Job Titles

The following list includes the job titles pertinent to the Bureau distributed across three job levels as follows:

No.	Institutional Unit / Job Title			Job Code
1.	Legislations and Consultations Panel		Legislation Advisor	– 102 0 04 02 002 01 / for senior level – 102 1 04 2 002 01 / for first level
2.			Assistant Advisor	102 1 04 1 002 02
3.			Senior Legislations Researcher	102 1 04 1 005 03
4.			Legislation Researcher	102 1 042 005 04
5.			Assistant Legislations Researcher	102 1 043 005 05
6.	Legislations Modernization and Development Panel		Legislation / Legislation Modernization Advisor	– 102 0 04 02 002 02 / for senior level – 102 1 04 2 002 06 / for first level
7.			Assistant Advisor	102 1 04 1 002 07
8.			Senior Legislations Researcher	102 1 04 1 005 08
9.			Legislation Researcher	102 1 04 2 005 09
10.			Assistant Legislations Researcher	102 1 04 3 005 11
11.			Legislative Drafting Auditor	102 1 04 2 008 20
12.			Assistant Legislative Drafting Auditor	102 1 04 2 008 21
13.	Legislations and Consultations Follow Up Office		Legislations Advisor / or / Assistant Advisor / Legislations Follow Up	– 102 0 04 2 002 03 / for senior level – 102 1 04 1 002 11 / for first level – 102 1 04 1 002 12 / for assistant advisor
14.			Second Level – Administrative / Legislations	102 1 06 1 005 01

Description of the Main Functions and Duties of Each Directorate

No.	Institutional Unit / Job Title			Job Code
			Follow Up	
15.			Language Editing & Proofreading Specialist	102 1 05 2 007 01
16.			Third Level – Administrative / Filing and Archives	102 1 06 3 005 02
17.	Sub-Ministerial Committee		Legal Committee Secretary (2nd administrative level)	102 1 06 2 005 03
18.	Institutional Services Directorate	Director of Directorate		102 1 06 1 001 03
19.			Human Resources and Institutional Development Department Head	102 1 06 2 001 04
20.			Second Level Institutional Development Specialist	102 1 06 2 009 05
21.			Third Level Human Resources and Development Specialist	102 1 06 3 009 06
22.			Financial Affairs Department Head	102 1 06 2 001 07
23.			Third Level Accountant	102 1 06 3 007 08
24.			Second Level Financial Auditor	102 1 06 2 008 09
25.			Head of Administrative Affairs Department	102 1 06 2 001 10
26.			Third Level Incoming and	102 2 06 3 001 11

Description of the Main Functions and Duties of Each Directorate

No.	Institutional Unit / Job Title			Job Code
			Outgoing Mail Registration Clerk	
27.			Third Level Receptionist	102 2 06 3 001 12
28.			Third Level – Administrative / Purchasing and Procurement	102 1 06 3 006 13
29.			Operator	102 3 1 13 007 01
30.			Driver / Car	102 3 1 03 007 01
31.			Driver / Motorcycle	102 3 1 03 007 02
32.			Office Boy / Messenger	102 3 1 03 007 03
33.	Communication an Information Technology Directorate	Director of Directorate		102 1 0 61 001 14
34.			Communications and Legislations information Department Head	102 1 0 62 001 15
35.			Third Level Communications and Public Relations Specialist	102 3 0 63 009 16
36.			Third Level Data Entry Personnel / Typist	102 1 05 300 302
37.			Third Level Librarian	102 104302313
38.			Information Technology Department Head	102 1 06 2 001 16
39.			Second Level Programmer / Database Specialist	102 1 05 2 003 03
40.			Second Level Technical & IT Support	102 1 05 2 010 04

Description of the Main Functions and Duties of Each Directorate

No.	Institutional Unit / Job Title			Job Code
41.		President's Office Manager		102 1 06 2 002 17
42.			Assistant Advisor / Legislations Researcher	102 1041 002 08 Assistant Advisor 102 1043 005 11 Legislations Researcher
43.			Secretary	102 10 62 003 18
44.		The Secretary General's Office Manager		102 1 0 62 002 21
45.			Secretary	102 1 0 62 003 20
46.	Internal Audit and Control Unit		Second Level Auditor	102 1 0 62 008 19

Legislations and Consultations Panel

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Panel		
Category	<ul style="list-style-type: none"> - Senior Category / Group 2 - First Category 		
Job Category	Other jobs	Job Type Code	102
Level	<ul style="list-style-type: none"> - Level 2 for Senior Category - Level 1 for First Category 	Category Code	0 1
Standard Job Title	Advisor	Group Code	04
Job Title	Legislations Advisor (according to the needed specialization: commercial, criminal, civil or administrative)	Level Code	2
Job Code No.	<ul style="list-style-type: none"> - 102 0 04 02 002 01 for senior category - 102 1 04 2002 01 for first category 	Standard Job Title Code	002
Direct Supervisor	President of the Bureau	Job Title Code	01
Accountable To	<ul style="list-style-type: none"> - Assistant Advisor - Legislations Researcher 		
General Objective	Study and review draft laws, provide legal opinion, amend its provisions, re-draft its articles, prepare research and studies, provide opinion on legal consultations and advice.		

Functions & Duties:

Technical Duties:

1. Supervise the study and review of draft laws referred to it, including laws and regulations, according to the Draft Law and Regulations Review Manual in the event he / she presided over the sub-legislations and consultations panel or was on the membership of sad sub-committee. Such study and review would be through the following:
 - Ensure that a constitutional or a legal basis exists for issuing a draft law. If such basis does not exist and another legal basis was found by the subcommittee, then work on amending it. In the event that a law cannot be issued, draft a memo on behalf of the subcommittee in this regard addressed to the LOB president outlining the reasons and explanations and wait for directives.
 - Verify the need for issuing the draft law through studying the legislations data memo and make recommendations if no justification was found for doing so.
 - In the event of chairing a subcommittee, supervise the preparation of the memorandum pertinent to the review of the draft legislation, including the original texts and proposed ones from the concerned entities and the Bureau and the comments of the subcommittee.
2. Study the texts of the draft law in form and content and make amendments, taking into account the following controls and considerations:
 - Ensure that the proposed provisions of the legislation are compatible and in harmony with the provisions of the Constitution and do not contradict with them or the provisions of the executive regulations of relevant laws.
 - Ensure the compatibility and compliance of the legislation with international treaties and conventions related to that matter and ratified by the Kingdom.
 - Ensure accuracy and clarity and avoid duplication or redundancy, and ensure standardization of

Description of the Main Functions and Duties of Each Directorate

legislative drafting legal terms and phrases, and take into account the art of legislative drafting, as well as its rules and styles in building a law or regulation, as well as the organization and arrangement of their articles and the adoption of the incremental legal principle in the drafting its provisions.

- The impact of the draft law on the existing legal status and centers.
 - The adequacy of transitional provisions if warranted.
 - The draft law fulfills the objectives outlined in the justification for the law document.
 - The provisions of the draft law take into account the prevailing beliefs and values in society.
 - Take into account model laws and relevant international codes of customs related to the draft law, if any, and in a way that does not contradict with the objectives of the draft law and the unique aspects of the Jordanian society.
 - Recommend the solicitation of the views of representatives of stakeholders concerned with legislation or issues before the subcommittee or anyone of competence and experience to participate in its study and review, and to request from said bodies to provide documents or information or data that needed by the subcommittee to carry out the functions and duties assigned to it.
 - Refer to judicial precedence, jurisprudence and comparative laws within the limits required for completing the deficiency in the draft law if applicable.
3. Supervise the carrying out of comparative studies with relevant Arab and foreign legislation for use in drafting the legislation under consideration.
 4. Chair the sub legislation committee, as mandated by the president of the Bureau and oversee the work of committee members including advisers, assistant advisers and legal scholars to accomplish the required tasks, or work as a member of sub legislative bodies committees.
 5. Supervise, in the event of chairing the legislations consultations subcommittee, the review the draft amendments linguistically after discussing the draft law with the Legal Committee and in coordination with the language expert / editor.
 6. Provide input and opinion on any of the legal advice referred to the incumbent by the President of the Bureau.
 7. Draft regulatory decisions and instructions of a general nature referred to the incumbent by the President of the Bureau and formulate them in the appropriate legal framework.
 8. Provide daily legal advice assigned by the president of the Bureau, whether related to personnel matters or contracts and agreements entered into by the Bureau with a third party or other.
 9. Prepare and submit specialized recommendations for the development of the work procedures legislative panels such as the development of Memorandum of legislative data and a guide for reviewing draft laws and regulations.
 10. Contribute to the holding of seminars and lectures related to legislative drafting and legal issues and to this end, present specialized working papers at seminars and lectures held by or involving the Bureau, as assigned by the President of the Bureau and in coordination with the concerned authorities.
 11. Supervise all work related to legal translation of legislation and regulations that require translation either internally or through contracting with approved legal translation offices and in coordination with the Directorate of Corporate Services.
 12. Participate in conference, seminars, programs and activities as assigned by the president of the Bureau.
 13. Carryout any duties assigned by the president of the Bureau and which fall within the scope of work of the incumbent.

Management / Administrative Duties

1. Participate in the development of the Bureau's strategic objectives and plans.
2. Supervise members of the sub legislations and consultations committee which he / she presides and as

Description of the Main Functions and Duties of Each Directorate

needed.

Job Relations:

Internal:

- President of the Bureau.
- Legislations Advisors.
- Assistant Advisors.
- Legislations researchers.

External:

- Representative of ministries and departments tasked with discussing draft legislations and laws.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	- First university degree in law (LLB) at a minimum (in any of the following legal specializations as needed: commercial law, criminal law, civil law or administrative law).										
Desired:	- A PhD in law (according to the needed specialization).										
Practical Experience											
Basic / Required:	- A minimum of 12 years of experience in the practice of law at ministries and government departments, or having served in the judiciary or worked as a lawyer or a law professor at universities.										
Desired:	- Practical experience in the practice of law or in the judiciary										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field (commercial, criminal, civil or administrative). - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Supervisory Skills</td> <td> <ul style="list-style-type: none"> - Full knowledge of work methodologies and procedures. - Adopt modern supervisory methods and principles. - Develop the competence and skills of subordinates and provide a learning environment. - Provide positive reinforcement for good performance. - Ability to understand issues and explain them to concerned subordinates. - Work competently under pressure. </td> </tr> <tr> <td>Communication & Negotiations Skills</td> <td> <ul style="list-style-type: none"> - Professional writing skills and effective written and spoken communication skills. - Advanced listening skills. - High negotiations skills. - Effective self expression and relaying and opinions skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. </td> </tr> </table>	Supervisory Skills	<ul style="list-style-type: none"> - Full knowledge of work methodologies and procedures. - Adopt modern supervisory methods and principles. - Develop the competence and skills of subordinates and provide a learning environment. - Provide positive reinforcement for good performance. - Ability to understand issues and explain them to concerned subordinates. - Work competently under pressure. 	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Professional writing skills and effective written and spoken communication skills. - Advanced listening skills. - High negotiations skills. - Effective self expression and relaying and opinions skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing.
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Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. 										

Description of the Main Functions and Duties of Each Directorate

Technical Knowledge & Skills		<ul style="list-style-type: none"> - Typing skills in both English & Arabic. - Ability to communicate by email.
	Good Knowledge of English	<ul style="list-style-type: none"> - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
	<ul style="list-style-type: none"> - Proactive and initiative. - Ability to maintain and keep secrets. - Integrity and commitment to work - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Panel		
Category	First		
Job Category	Other Jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Assistant Advisor	Group Code	04
Job Title	Assistant Advisor	Level Code	1
Job Code No.	102 1 04 1 002 02	Standard Job Title Code	002
Direct Supervisor	The responsible legislations advisor on the sub legislations and consultations panel	Job Title Code	02
Accountable To	N / A		
General Objective	Assit the legislations advisor study and review draft laws and re-drafting them, and particiate in the perperation of legal research and studies.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Study and analyze the draft law put forward for review by the sub legislations and consultations committee and study the extent to which a constitutional and legal basis exists for its issuance. 2. Participate in the review of legal articles of the draft law, both in terms of content and form, and contribute in applying and drafting the required amendments, while taking into account the methodology adopted at the Bureau in this regard and the endorsed controls and considerations. 3. Contribute to the formulation and drafting of regulatory decisions and instructions that are of a general nature. 4. Research and make available judicial precedents, jurisprudence and comparative law to the legislation adviser and make recommendations and observations thereon, if any. 5. Prepare the necessary legal studies and jurisprudence and submit them to the concerned legislation advisor. 6. Participate in discussion meetings pertinent to the draft legislation alongside the legislation and consultation subcommittee. 7. Make available the data, information, statistics and indicators requested by the sub legislation and consultation committee and per its requirements. 8. Follow up on the preparation of the memorandum pertinent to the review of the draft legislation, including the original texts and proposed ones from the concerned entities and the Bureau and the comments of the subcommittee, in coordination with the concerned legal researcher. 9. Conduct comparative studies and analysis with relevant Arab and international legislations to benefit from them in the legislative drafting process relevant to the legislation under drafting. 10. Provide input and opinion on any of the legal advice referred to the incumbent from the consultant in charge of legislation or participate in the process as required. 11. Contribute to the drafting of regulatory decisions and instructions of a general nature referred by the legislations advisor in charge. 12. Propose mechanisms for the development of the work procedures of the legislative panels. 			

Description of the Main Functions and Duties of Each Directorate

13. Present specialized working papers in the legal and legislative fields at seminars and lectures which are held by or attended by the Bureau based on the assignment of the president of the Bureau.
14. Participate in conferences, seminars, events and activities related to the work of the legislation panels, based on the assignment of the president of the Bureau.
15. Carry out any tasks assigned by the direct supervisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.

Job Relations:

Internal:

- Sub Legislations and Consultations Panel.

External:

- Representatives of the entities concerned with the draft legislation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	A minimum of 12 years of experience in the practice of law at ministries and government departments, or having served in the judiciary or worked as a lawyer or a law professor at universities, provided that the experience is 12 years after having obtained the first university degree.										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law or in the judiciary 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field. - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Ability to work under pressure and adapt to work requirements. - Courtesy and tactfulness. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work in a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations & Consultations Panel		
Category	First		
Job Category	Other jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Senior Researcher	Group Code	04
Job Title	Senior Legislations Researcher	Level Code	1
Job Code No.	102 1 04 1 005 03	Standard Job Title Code	005
Direct Supervisor	The responsible legislations advisor on the sub legislations and consultations panel	Job Title Code	03
Accountable To	N / A		
General Objective	Make available studies and jurisprudential research and legal references, data and indicators and reports necessary for the drafting of legislations being reviewed.		

Functions and Duties

1. Review draft legislation before the sub legislative bodies and prepare legal and jurisprudential research, including the outlining of relevant legislation and jurisprudence analysis and research on such legislation, and submit them to the consultant for use as a reference in studying the legislation.
2. Make available the data, information, statistics and indicators requested by the concerned legislation and consultation subcommittee and per its requirements.
3. Provide the concerned legislations advisor with studies, references, jurisprudence, judicial and legal precedents and reports related to the subject matter of the legal consultation being reviewed.
4. Follow-up general developments in the legislative and legal fields, review legislations and legal publications issued as well as legal books and references, studies, legislative provisions and legal decisions and principles in force and which fall within the scope of the work of the sub legislations committees.
5. Document the main information and documents that were referred to and used as a reference in drafting the legislation, as well as deliberations and discussions related to the draft law or legal advice / consultation.
6. Present suggestions to develop, modernize and speed up procedures for drafting and amending legislation or in providing legal advice.
7. Prepare the memorandum pertinent to the review of the draft legislation, including the original texts and proposed ones from the concerned entities and the Bureau and the comments of subcommittees.
8. Conduct comparative studies and analysis with relevant Arab and international legislations to benefit from them in the legislative drafting process.
9. Carry out any tasks as assigned by the legislation and consultation subcommittee or the legislation advisor in charge and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Continuously follow up on all aspects of work at the department to identify issues and problems that require research and study and present them to the direct supervisor.
2. Organize and document all data and records related to his / her work and keep them in an organized way that makes their retrieval easy at any time.
3. Maintain confidentiality of information and data obtained during the course of his / her work.

Job Relations:

Internal:

- Members of the Legislations and Consultations Sub Committee.
- The concerned legislations advisor.

External:

Description of the Main Functions and Duties of Each Directorate

- Representatives of the entities concerned with the draft legislation or legal consultation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	12 years of experience in the practice of law at ministries and government departments, or worked as a lawyer after having obtained the first university degree. Occupies any of 2 – special grades.										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Communication & Negotiations Skills</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td style="padding: 5px;">Logical Analysis Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Proficient Arabic language skills. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Proficient Arabic language skills. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work in a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Panel		
Category	First		
Job Category	Other Jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Researcher	Group Code	04
Job Title	Legislations Researcher	Level Code	2
Job Code No.	102 1 04 2 005 04	Standard Job Title Code	005
Direct Supervisor	The responsible legislations advisor on the sub legislations and consultations panel	Job Title Code	04
Accountable To	N / A		
General Objective	Make available jurisprudential studies and research and legal references, data and indicators and reports necessary for the drafting of legislations being reviewed.		

Functions & Duties:

Technical Duties:

1. Review draft legislation before the sub legislative bodies and prepare legal and jurisprudential research, including the outlining of relevant legislation and jurisprudence analysis and research on such legislation, and submit them to the consultant for use as a reference in studying the legislation.
2. Make available the data, information, statistics and indicators requested by the concerned legislation and consultation subcommittee and per its requirements.
3. Provide the concerned legislations advisor with studies, references, jurisprudence, judicial and legal precedents and reports related to the subject matter of the legal consultation being reviewed.
4. Follow-up general developments in the legislative and legal fields, review legislations and legal publications issued as well as legal books and references, studies, legislative provisions and legal decisions and principles in force and which fall within the scope of the work of the sub legislations committees.
5. Document the main information and documents that were referred to and used as a reference in drafting the legislation, as well as deliberations and discussions related to the draft law or legal advice / consultation.
6. Present suggestions to develop, modernize and speed up procedures for drafting and amending legislation or in providing legal advice.
7. Prepare the memorandum pertinent to the review of the draft legislation, including the original texts and proposed ones from the concerned entities and the Bureau and the comments of subcommittees.
8. Conduct comparative studies and analysis with relevant Arab and international legislations to benefit from them in the legislative drafting process.
9. Carry out any tasks as assigned by the legislation and consultation subcommittee or the legislation advisor in charge and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Organize and document all data and records related to his / her work and keep them in an organized way that makes their retrieval easy at any time.
2. Maintain confidentiality of information and data obtained during the course of his / her work.

Job Relations:

Internal:

- Members of the Legislations and Consultations Sub Committee.
- The concerned legislations advisor.

External:

Description of the Main Functions and Duties of Each Directorate

- Representatives of the entities concerned with the draft legislation or legal consultation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in Law (LLM).										
Practical Experience											
Basic / Required:	Six years experience in the practice of legal activities or law after obtaining the first level university degree, and shall occupy levels five – three.										
Desired:	- Practical experience in the practice of law.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field (commercial, criminal, civil or administrative). - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Proficient Arabic language skills. - Written and spoken English language skills. - Good knowledge of legal terms. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Panel		
Category	First		
Job Category	Other Jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Research Assistant	Group Code	04
Job Title	Assistant Legislations Researcher	Level Code	3
Job Code No.	102 1 04 3 005 05	Standard Job Title Code	005
Direct Supervisor	The responsible legislations advisor on the sub legislations and consultations panel	Job Title Code	05
Accountable To	N / A		
General Objective	Make available jurisprudential studies and research and legal references, data and indicators and reports necessary for the drafting of legislations being reviewed.		

Functions & Duties:

Technical Duties:

1. Review draft legislation before the sub legislative bodies and prepare legal and jurisprudential research, including the outlining of relevant legislation and jurisprudence analysis and research on such legislation, and submit them to the consultant for use as a reference in studying the legislation.
2. Make available the data, information, statistics and indicators requested by the concerned legislation and consultation subcommittee and per its requirements.
3. Provide the concerned legislations advisor with studies, references, jurisprudence, judicial and legal precedents and reports related to the subject matter of the legal consultation being reviewed.
4. Follow-up general developments in the legislative and legal fields, review legislations and legal publications issued as well as legal books and references, studies, legislative provisions and legal decisions and principles in force and which fall within the scope of the work of the sub legislations committees.
5. Document the main information and documents that were referred to and used as a reference in drafting the legislation, as well as deliberations and discussions related to the draft law or legal advice / consultation.
6. Present suggestions to develop, modernize and speed up procedures for drafting and amending legislation or in providing legal advice.
7. Prepare the memorandum pertinent to the review of the draft legislation, including the original texts and proposed ones from the concerned entities and the Bureau and the comments of subcommittees.
8. Conduct comparative studies and analysis with relevant Arab and international legislations to benefit from them in the legislative drafting process.
9. Carry out any tasks as assigned by the legislation and consultation subcommittee or the legislation advisor in charge and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Organize and document all data and records related to his / her work and keep them in an organized way that makes their retrieval easy at any time.
2. Maintain confidentiality of information and data obtained during the course of his / her work.

Job Relations:

Internal:

- Members of the Legislations and Consultations Sub Committee.
- The concerned legislations advisor.

External:

Description of the Main Functions and Duties of Each Directorate

- Representatives of the entities concerned with the draft legislation or legal consultation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in Law (LLM).										
Practical Experience											
Basic / Required:	Two years experience in the practice of legal activities of law after obtaining the first level university degree, and shall occupy levels six – seven.										
Desired:	– Practical experience in the practice of law.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Good knowledge of legislations in Jordan. – Extensive / thorough knowledge of the articles of the Constitution. – Advanced knowledge in the required field (commercial, criminal, civil or administrative). – Advanced legislative drafting and writing of legal memoranda skills. – Knowledge of the rules for the explanation of legal text. – Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Effective self expression and relaying and opinions skills in a clear and concise manner. – Good listening skills. – Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> – Logical analysis and reasoning skills. – Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> – Good Arabic language skills. – Written and spoken English language skills. Good knowledge of legal terms. – Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Effective self expression and relaying and opinions skills in a clear and concise manner. – Good listening skills. – Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> – Logical analysis and reasoning skills. – Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – Good Arabic language skills. – Written and spoken English language skills. Good knowledge of legal terms. – Report writing and correspondences writing skills in English.
Communication Skills	<ul style="list-style-type: none"> – Effective self expression and relaying and opinions skills in a clear and concise manner. – Good listening skills. – Proper conduct and dealing with others. 										
Logical Analysis Skills	<ul style="list-style-type: none"> – Logical analysis and reasoning skills. – Creative thinking and innovation skills. 										
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Use of Computer Applications Skills	<ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. 										
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – Good Arabic language skills. – Written and spoken English language skills. Good knowledge of legal terms. – Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Legislations Modernization and Development Panel

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	<ul style="list-style-type: none"> ▪ Senior / Group Two ▪ First ▪ Contract inclusive of all bonuses. 		
Job Category		Job Type Code	102 103 for contracts
Level	<ul style="list-style-type: none"> - Level 2 for senior category - Level 1 for first category 	Category Code	0 1
Standard Job Title	Advisor	Group Code	00 04
Job Title	Legislations / Legislations Modernization Advisor	Level Code	2
Job Code No.	<ul style="list-style-type: none"> - 102 0 040 2 002 02 for the senior category - 102 1 04 2 002 06 for the first category - 103 1 04 2 002 06 for contracts 	Standard Job Title Code	002
Direct Supervisor	JOB President	Job Title Code	02 06
Accountable to (When assigned as chair of a sub legislations committee)	<ul style="list-style-type: none"> - Assistant Advisor - Legislations Researcher 		
General Objective	Contribute to the modernization and development of legislation and the preparation of studies and research to meet the needs of the Kingdom of modern legislation and keep pace with economic, social and technical developments among others.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Review and assess the legislation in force in the Kingdom, study any areas of deficiencies or legislative vacuum, or inconsistencies and contradictions existing between any of the legislation passed, and recommend necessary amendments. 2. Contribute to the modernization of legislation in the Kingdom through the legislation modernization and development panel and in coordination with the relevant official bodies concerned with the legislation. 3. Chair the legislation modernization panel, as mandated by the president of the Bureau, oversee the work of the members of said panel including advisers, assistant advisers, and legislation researchers to accomplish the required tasks, or work as a member of modernization and development of legislation panel, or both. 4. Adequately prepare the draft legislation intended to be modernized, and to this end, follow the standard methodology adopted at the Bureau and the procedures followed in the art of legislative drafting and which is adopted by the sub legislation panels of the Bureau. 5. Propose the formation of special committees to participate in the modernization of legislation, or discussions and deliberations, and take into account that the committees include on their membership qualified individuals and concerned institutions from within and outside government and civil society institutions, and hold consultation with relevant actors that could be affected by the legislation, and develop plans for consultation and the formation of advisory committees. 6. Review legislation issued in Arab countries and foreign countries as well as international and 			

Description of the Main Functions and Duties of Each Directorate

regional organizations and conduct comparative analysis of legislation to those to be amended and / or modernized in Jordan.

7. Prepare studies and research on legislative and legal issues related to the topics with which the Bureau is concerned with and document such studies and make them available to internally and externally with relevant stakeholders.
8. Coordinate with Jordanian universities to exchange information and work together to develop the educational curricula of universities in the legal field.
9. Exchange legislation and legal bulletins with fellow regional and international countries as well as the various bodies and regional and international organizations.
10. Oversee the process of reviewing and editing the website and ensuring compatibility with the provisions of the legislation published in the Official Gazette and to ensure its accuracy and validity.
11. Supervise the holding of seminars and lectures related to legislative drafting and legal issues relevant to the work of the Bureau and contribute to the preparation of topics and working papers that will be discussed and presented at said events, in coordination with various panels at the Bureau.
12. Participate in conferences, seminars, events and activities related to the work of the legislations modernization and development panel, based on the assignment of the president of the Bureau.
13. Carry out any tasks as assigned by the president of the Bureau and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Participate in developing the Bureau's strategic plans and objectives
2. Develop the work methodology and procedures of the Bureau's legislation and sub-advisory panels.
3. Supervise members of the legislations and sub-advisory panel which the incumbent presides and as needed.

Job Relations:

Internal:

- LOB President
- Senior Legislations Advisors
- Assistant Advisors
- Legislations Researchers

External:

- Representatives of the ministries and departments concerned with the legislations to be updated.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB) at a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ Third university degree in Law (PhD). 										
Practical Experience											
Basic / Required:	<ul style="list-style-type: none"> - A minimum of 12 years of experience in the practice of law at ministries and government departments, or having served in the judiciary or worked as a lawyer or a law professor at universities. 										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law or in the judiciary or in legislative drafting. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Excellent knowledge of legislations in Jordan and extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the field of legal and legislative research. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Supervisory Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Full knowledge of work procedures and methodologies. - Knowledge of pertinent modern principles for supervising the work of the members of the legislations modernization and development panel. - Ability to develop the competencies of subordinates and provide a conducive learning environment for them and transfer knowledge. - Provide positive reinforcement at work. - Ability to understand the legislative issues and explain them to relevant subordinates. </td> </tr> <tr> <td style="padding: 5px;">Communication & Negotiations Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Professional business writing and effective communication skills (written, conversational). - Good listening skills. - Excellent negotiation skills - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. </td> </tr> <tr> <td style="padding: 5px;">Logical Analysis Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and through the Portal. </td> </tr> </table>	Supervisory Skills	<ul style="list-style-type: none"> - Full knowledge of work procedures and methodologies. - Knowledge of pertinent modern principles for supervising the work of the members of the legislations modernization and development panel. - Ability to develop the competencies of subordinates and provide a conducive learning environment for them and transfer knowledge. - Provide positive reinforcement at work. - Ability to understand the legislative issues and explain them to relevant subordinates. 	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Professional business writing and effective communication skills (written, conversational). - Good listening skills. - Excellent negotiation skills - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and through the Portal.
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Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback. 										
Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and through the Portal. 										

Description of the Main Functions and Duties of Each Directorate

English language proficiency	<ul style="list-style-type: none"> - Written and spoken English language skills. Knowledge of legal terms. - Report writing and correspondences writing skills in English.
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Proactive and initiative. - Ability to maintain and keep secrets. - Integrity and commitment to work - Courtesy and tactfulness when dealing with others. - Integrity and work ethics.

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Other jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Assistant Advisor	Group Code	04
Job Title	Assistant Advisor	Level Code	1
Job Code No.	102 1 04 1 002 07	Standard Job Title Code	002
Direct Supervisor	The responsible legislations advisor on the sub legislations modernization and development panel	Job Title Code	07
Accountable To	N / A		
General Objective	Assist in modernizing legislations and developing them, and in preparing pertinent legislative studies, and participate in preparing studies and research.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Provide assistance to the Legislation Modernization Advisor and participate in the review and evaluation of legislation that are in force in Jordan and identify / study the presence of deficiencies, legislative vacuum, inconsistencies and contradictions between some of the issued legislation. 2. Participate in the modernization of legislation in the Kingdom through the modernization and development of legislation panel and in coordination with the legislation modernization advisor. 3. Contribute to the preparation of the draft legislation intended to be update and according to the methodology adopted by the Bureau. 4. Review legislation issued in Arab countries and foreign countries as well as international and regional organizations and conduct comparative analysis of legislation to those to be amended and / or modernized in Jordan. 5. Prepare studies and research on legislative and legal issues related to the topics with which the Bureau is concerned with and document such studies and make them available to internally and externally with relevant stakeholders. 6. Make available the data, information, statistics and indicators requested by the concerned legislation modernization and development panel. 7. Propose mechanisms for the development of work procedures of the legislations modernization and development panel. 8. Assist the legislation modernization adviser hold seminars and conferences organized by the Bureau and to this end provide specialized working papers at such events in the legal or legislative fields, in addition to providing working papers at events attended by the Bureau, based on the assignment of the Bureau's president. 9. Participate in conference, seminars, programs and activities related to the work of the legislations modernization and development panel and as assigned by the president of the Bureau. 			

Description of the Main Functions and Duties of Each Directorate

10. Carry out any tasks as assigned by the direct supervisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Prepare required reports related to his / her work.
2. Organize and document all data and records related to his / her work and keep them in an organized way that makes their retrieval easy at any time.

Job Relations:

Internal:

- Members of the Legislations and Consultations Sub Committee.

External:

- Representatives of the entities concerned with the draft legislation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in Law (LLM).										
Practical Experience											
Basic / Required:	A minimum of 12 years of experience in the practice of law at ministries and government departments, or having served in the judiciary or worked as a lawyer or a law professor at universities, provided that the experience is 12 years after having obtained the first university degree.										
Desired:	Practical experience in the legal or judicial field.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field (commercial, criminal, civil or administrative). - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication & Negotiations Skills</td> <td> <ul style="list-style-type: none"> - Effective communication, negotiation and persuasion skills. - Effective self expression skills and concise relaying of ideas and opinions. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Continuous learning and development and identifying opportunities for constant enhancement. - Ability to learn from mistakes and feedback. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Effective communication, negotiation and persuasion skills. - Effective self expression skills and concise relaying of ideas and opinions. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous learning and development and identifying opportunities for constant enhancement. - Ability to learn from mistakes and feedback. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Ability to work under pressure, adaptable to work requirements. - Courtesy and tactfulness. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Senior Researcher	Group Code	04
Job Title	Senior Legislation Researcher	Level Code	1
Job Code No.	102 1 04 1 005 08	Standard Job Title Code	005
Direct Supervisor	Legislations Advisor / Legislations Modernization and Development	Job Title Code	08
Accountable To	N / A		
General Objective	Make available studies and jurisprudential research and legal references, data and indicators and reports necessary for updating the legislations in Jordan		

Functions & Duties:

Technical Duties:

1. Participate in the review and evaluation of legislations that are in force in Jordan and identify / study the presence of deficiencies, legislative vacuum, inconsistencies and contradictions between some of the legislation, and report on this matter to the legislation modernization and development advisor for reference.
2. Provide the legislation modernization advisor with legislative studies and references, jurisprudence and relevant legal and judicial precedence related to the subject matter of the legal consultation being reviewed.
3. Make available the data, information, statistics and indicators requested by the legislation modernization and development advisor.
4. Participate in the modernization of legislation in the Kingdom through the modernization and development of legislation panel as assigned by the legislation modernization advisor.
5. Check and audit all legislations published on the website and compare them with the provisions of the articles of legislation enacted in the Official Gazette and ensure their accuracy and validity.
6. Review legislation issued in Arab countries and foreign countries as well as international and regional organizations.
7. Participate in conducting comparative studies to cover similar legislation to those to be amended and / or modernized on Jordan.
8. Document the main information and documents that were referred to and used as a reference in updating the legislation.
9. Carry out any tasks as assigned by the legislations modernization and development advisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Prepare required reports related to his / her work.
2. Keeping of work documents, files and records.

Job Relations:

Internal:

- Members of the Legislations Modernization and Development Panel.

External:

- Representatives of the bodies concerned with the legislations to be updated.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	Twelve years experience in the practice of legal activities or law after obtaining the first level university degree, and shall occupy levels five – four.										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field (commercial, criminal, civil or administrative). - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Communication & Negotiations Skills</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td style="padding: 5px;">Logical Analysis Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work in a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Researcher	Group Code	04
Job Title	Legislations Researcher	Level Code	2
Job Code No.	102 104200509	Standard Job Title Code	005
Direct Supervisor	Legislations Researcher / Legislations Modernization and Development	Job Title Code	09
Accountable To	N / A		
General Objective	Make available studies and jurisprudential research and legal references, data and indicators and reports necessary for updating the legislations in Jordan		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 10. Participate in the review and evaluation of legislation that are in force in Jordan and identify / study the presence of deficiencies, legislative vacuum, inconsistencies and contradictions between some of the legislation, and report on this matter to the legislation modernization and development advisor for reference. 11. Provide the legislation modernization advisor with legislative studies and references, jurisprudence and relevant legal and judicial precedence related to the subject matter of the legal consultation being reviewed. 12. Make available the data, information, statistics and indicators requested by the legislation modernization and development advisor. 13. Participate in the modernization of legislation in the Kingdom through the modernization and development of legislation panel as assigned by the legislation modernization advisor. 14. Check and audit all legislations published on the website and compare them with the provisions of the articles of legislation enacted in the Official Gazette and ensure their accuracy and validity. 15. Review legislation issued in Arab countries and foreign countries as well as international and regional organizations. 16. Participate in conducting comparative studies to cover similar legislation to those to be amended and / or modernized on Jordan. 17. Document the main information and documents that were referred to and used as a reference in updating the legislation. 18. Carry out any tasks as assigned by the legislations modernization and development advisor and which fall within the scope of the incumbent's work. 			
Management / Administrative Duties			
<ol style="list-style-type: none"> 1. Prepare required reports related to his / her work. 2. Keeping of work documents, files and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Members of the Legislations Modernization and Development Panel. 			
External:			
<ul style="list-style-type: none"> ▪ Representatives of bodies concerned with the legislations to be updated. 			

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in Law (LLM).										
Practical Experience											
Basic / Required:	Six years experience in the practice of legal activities of law after obtaining the first level university degree, and shall occupy levels five – four.										
Desired:	- Practical experience in the practice of law.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field (commercial, criminal, civil or administrative). - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Researcher	Group Code	04
Job Title	Assistant Legislations Researcher	Level Code	2
Job Code No.	102 1 04 2 005 10	Standard Job Title Code	005
Direct Supervisor	Legislations Advisor / Legislations Modernization and Development	Job Title Code	10
Accountable To	N / A		
General Objective	Make available studies and jurisprudential research and legal references, data and indicators and reports necessary for updating the legislations in Jordan		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Participate in the review and evaluation of legislation that are in force in Jordan and identify / study the presence of deficiencies, legislative vacuum, inconsistencies and contradictions between some of the legislation, and report on this matter to the legislation modernization and development advisor for reference. 2. Provide the legislation modernization advisor with legislative studies and references, jurisprudence and relevant legal and judicial precedence related to the subject matter of the legal consultation being reviewed. 3. Make available the data, information, statistics and indicators requested by the legislation modernization and development advisor. 4. Participate in the modernization of legislation in the Kingdom through the modernization and development of legislation panel as assigned by the legislation modernization advisor. 5. Check and audit all legislations published on the website and compare them with the provisions of the articles of legislation enacted in the Official Gazette and ensure their accuracy and validity. 6. Review legislation issued in Arab countries and foreign countries as well as international and regional organizations. 7. Participate in conducting comparative studies to cover similar legislation to those to be amended and / or modernized on Jordan. 8. Document the main information and documents that were referred to and used as a reference in updating the legislation. 9. Carry out any tasks as assigned by the legislations modernization and development advisor and which fall within the scope of the incumbent's work. 			
Management / Administrative Duties			
<ol style="list-style-type: none"> 3. Prepare required reports related to his / her work. 4. Keep and maintain work documents, files and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Members of the Legislation Modernization and Development Panel. 			
External:			
<ul style="list-style-type: none"> ▪ Representatives of bodies concerned with the legislations to be updated. 			

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	Two years experience in the practice of legal activities ors law after obtaining the first level university degree, and shall occupy levels six – seven.										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field. - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Auditor	Group Code	04
Job Title	Legislative Drafting Auditor	Level Code	2
Job Code No.	102 1 04 2 008 20	Standard Job Title Code	008
Direct Supervisor	Legislations Advisor / Legislations Modernization and Development	Job Title Code	20
Accountable To	N / A		
General Objective	Ensure the correctness and accuracy of the texts of legislation with the provisions of legislation published in the Official Gazette and identify material or legal errors and submit recommendations in their regard.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Periodically review all published or to be published legislation on the website and make sure they are free from material error requiring correction in the official gazette or from legal error requiring legislative amendment and identify any other errors that require correction and take action to do so according to the adopted procedures. 2. Daily review of the web site and ensure the accuracy of the classification and status of legislation in terms of being in force and cancellation and make sure all of the validity and accuracy of all information contained on the website and submit internal memos in their regard to proceed with corrective and updating procedures. 3. Check all legislation planned to be published on the website and compare them with the provisions of articles of legislation enacted in the Official Gazette and ensure their accuracy and validity. 4. Enter legislation on the website after the completion of all the necessary legal and administrative procedures. 5. Submit periodic reports on the validity and accuracy of legislations and determine the nature of errors and the level and nature of amendments which necessitated their incorporation. 6. Contribute to carrying out legislations updates on needs basis. 7. Carry out any tasks as assigned by the legislations modernization and development advisor and which fall within the scope of the incumbent's work. 			
Management / Administrative Duties			
<ol style="list-style-type: none"> 1. Prepare required reports related to his / her work. 2. Keep and maintain of work documents, files and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Members of the Legislations Modernization and Development Panel. 			
External:			
<ul style="list-style-type: none"> ▪ N / A. 			

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in Law (LLM).										
Practical Experience											
Basic / Required:	Six years experience in the practice of legal activities or law after obtaining the first level university degree, and shall occupy levels five – four.										
Desired:	NA										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field. - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations Modernization and Development Panel		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Editor	Group Code	04
Job Title	Assistant Legislations Researcher	Level Code	2
Job Code No.	102 1 04 2 008 21	Standard Job Title Code	008
Direct Supervisor	Legislation advisor / legislations modernization and development	Job Title Code	21
Accountable To	N / A		
General Objective	Ensure the correctness and accuracy of the texts of legislation with the provisions of legislation published in the Official Gazette and identify material or legal errors and submit recommendations in their regard.		

Functions & Duties:

Technical Duties:

1. Periodically review all published or to be published legislation on the website and make sure they are free from material error requiring correction in the official gazette or from legal error requiring legislative amendment and identify any other errors that require correction and take action to do so according to the adopted procedures.
2. Daily review of the web site and ensure the accuracy of the classification and status of legislation in terms of being in force and cancellation and make sure all of the validity and accuracy of all information contained on the website and submit internal memos in their regard to proceed with corrective and updating procedures.
3. Check all legislation planned to be published on the website and compare them with the provisions of articles of legislation enacted in the Official Gazette and ensure their accuracy and validity.
4. Enter legislation on the website after the completion of all the necessary legal and administrative procedures.
5. Submit periodic reports on the validity and accuracy of legislations and determine the nature of errors and the level and nature of amendments which necessitated their incorporation.
6. Contribute to carrying out legislations updates on needs basis.
7. Carry out any tasks as assigned by the legislations modernization and development advisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Prepare required reports related to his / her work.
2. Keeping of work documents, files and records.

Job Relations:

Internal:

- Members of the Legislations Modernization and Development Panel.

External:

- N / A.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	Two years experience in the practice of legal activities of law after obtaining the first level university degree, and shall occupy levels six – seven.										
Desired:											
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field. - Advanced legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Communication & Negotiations Skills</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td style="padding: 5px;">Logical Analysis Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English </td> </tr> </table>	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Legislations and Consultations Follow UP Office

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Follow Up Office		
Category	<ul style="list-style-type: none"> ▪ Senior / group 2, or category one for legislations advisor. ▪ First for assistant advisor. ▪ Contract inclusive of all bonuses. 		
Job Category	Other Jobs	Job Type Code	102
Level	<ul style="list-style-type: none"> - Level 2 for senior category - Level 1 for first category 	Category Code	0 1
Standard Job Title	Advisor	Group Code	04
Job Title	Legislations advisor or assistant advisor for legislations and consultations follow up	Level Code	2 for senior category 1 for first category
Job Code No.	<ul style="list-style-type: none"> - 102 0 04 2 002 03 for senior category - 102 10 41 002 11 for first category - 102 10 41 002 12 for assistant advisor 	Standard Job Title Code	002
Direct Supervisor	LOB President	Job Title Code	03 11 12
Accountable To	<ul style="list-style-type: none"> - Primary Administrative / legislations follow up - Language and proofreading specialist - Secretary to the legal committee (the president of the bureau assigns said task / function to the assistant advisor or legislations researcher. - Records management and archiving. 		
General Objective	Manage, coordinate and follow-up legislation and legal advice before the Bureau and ensure proper distribution, follow up and completion of work and ensure the accuracy editing and proofreading of the legislation, consultations and correspondences.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Oversee the process of documenting and monitoring the movement of draft legislation, consultations, letters and correspondence received from each of the correspondences department, panels, and the Legal Committee and keep a record of them in a special register until their completion. 2. Ensure that the referral of the draft law to the Bureau is done duly and verify that it was referred to it by the prime minister and that a legislative memorandum is attached to it. In the event that the memorandum does not fulfill all the conditions pertinent to the preparation of the memorandum, notify the President of the Bureau of such. 3. Ensure compliance with any prerequisite procedure the Bureau should undertake when studying a draft law. 4. Coordinate with the Bureau president for distributing legislations and legal consultations among the sub legislative panels according to adopted procedures and taking into account the following: <ul style="list-style-type: none"> - The work load of each panel. - Nature of the legislation or required consultation. - Experiences and expertise of advisors on each subcommittee. - Urgency level of requested service. 			

Description of the Main Functions and Duties of Each Directorate

– Other considerations.

5. Make sure to keep copies of legislation and consulting pending distribution for ease of reference.
6. Receive draft legislation before the legal ministerial committee and coordinate with the sub legislative committees to provide the committee with the necessary information and pertinent documents and to ascertain the adequacy of the data, information and documents and present them to the President before the meetings.
7. Coordinate with the President of the Bureau with regard to the topics to be included on the agenda of the Ministerial Committee in the light of the list of legislations ready for presentation to the Legal Committee and according to priorities.
8. Supervise the call for meetings of the Legal Ministerial Committee and make necessary arrangements for the purposes of presenting the draft laws and regulations before the committee. To this end, request from the Secretary of the committee to send out a meeting request of the Legal Committee, organize its meeting agenda, and send it out to the concerned entities and committee members and concerned ministers and provide them with the meeting file and accurately document this procedure.
9. Undertake necessary measure to follow up the processing of legislation so they can be published in the Official Gazette.
10. Oversee the process of review and language editing and proofreading of draft legislations, legal advice and the different correspondence linguistically.
11. Ensure the referral of draft laws and legislation to the Council of Ministers efficiently and in a timely manner and in accordance with the approved procedure.
12. Prepare necessary correspondences for royal endorsement of regulations signed by the prime minister.
13. Develop effective mechanisms for indexing and easy retrieval of letters and correspondence related to legislation and legal advice and in efficient, precision and accurate manner, and ensure the documentation and archiving of incoming and outgoing correspondence and documents accurately and efficiently.
14. Supervise the process of classifying and indexing all files and organizing the manual archiving process and the electronic scanning of files and ensure that all concerned staff and program users are capable of using the new system.
15. Supervise the process of record keeping at the Bureau in accordance with the followed procedure.
16. Carry out any tasks as assigned by the president of the Bureau and which fall within the scope of the incumbent's work

Management / Administrative Duties

1. Participate in developing the Bureau's strategic plans and objectives.
2. Develop work methodologies and procedures of the office.
3. Supervise the work of subordinates.

Job Relations:

Internal:

- JOB President
- The Secretary General
- Advisors
- Subordinates

External:

- N / A

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications													
Basic / Required:	- A minimum of first university degree in Law (LLB).												
Desired:	- A doctorate degree in Law (PhD).												
Practical Experience													
Basic / Required:	- A minimum of 12 years of experience in the practice of law at ministries and government departments, or having served in the judiciary or worked as a lawyer or a law professor at universities.												
Desired:	- Practical experience in the practice of law or in the judiciary												
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan and good legislative drafting and writing of legal memoranda skills. - Good knowledge work processes and procedures follow up. - Knowledge of the basis of correspondences management and record keeping. - Thorough knowledge of electronic systems used at the Bureau related to the incumbent's work. 												
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Supervisory Skills</td> <td> <ul style="list-style-type: none"> - Full knowledge of work methodologies and procedures. - Adopt modern supervisory methods and principles. - Develop the competence and skills of subordinates and provide a learning environment. - Provide positive reinforcement for good performance. - Ability to understand issues and explain them to concerned subordinates. - Work competently under pressure. </td> </tr> <tr> <td>Communication & Negotiations Skills</td> <td> <ul style="list-style-type: none"> - Effective professional writing skills (written and conversational). - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Continuously learn and develop and search for continuous improvement opportunities. - Ability to learn from mistakes and feedback. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Supervisory Skills	<ul style="list-style-type: none"> - Full knowledge of work methodologies and procedures. - Adopt modern supervisory methods and principles. - Develop the competence and skills of subordinates and provide a learning environment. - Provide positive reinforcement for good performance. - Ability to understand issues and explain them to concerned subordinates. - Work competently under pressure. 	Communication & Negotiations Skills	<ul style="list-style-type: none"> - Effective professional writing skills (written and conversational). - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuously learn and develop and search for continuous improvement opportunities. - Ability to learn from mistakes and feedback. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Good Knowledge of English	<ul style="list-style-type: none"> - Written and spoken English language skills. - Knowledge of legal terms. - Report writing and correspondences writing skills in English.
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Description of the Main Functions and Duties of Each Directorate

Personality Traits

- Proactive and initiative.
- Ability to maintain and keep secrets.
- Integrity and commitment to work
- Courtesy and tactfulness when dealing with others.
- Integrity and work ethics

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Follow Up Office		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Second level administrative	Group Code	06
Job Title	Second level administrative	Level Code	2
Job Code No.	102 1 06 2 005 01	Standard Job Title Code	005
Direct Supervisor	Legislations Advisor or assistant to the concerned advisor	Job Title Code	01
Accountable To	N / A		
General Objective	Ensure the proper receipt, docuemtation and archiving of draft laws, consultaion and correpsndnes of the Bureau.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Receive the draft legislation, consultations, letters and correspondence coming into from the correspondences department, panels or the Legal Committee and make sure that the transaction is complete according to the checklist, and follow up the entering of all relevant data and information into the system, save said data and archive and document them in the special follow up registry to include the name, subject, date, the sending entity, and the required action, and notes, etc., and do follow-up on them. 2. Study files and prepare on behalf of the legislation advisor / or relevant assistant adviser for the distribution of draft laws and consultations as follows, according to the nature and stages of the legislative process: <ul style="list-style-type: none"> - Legislation or advice referred to the sub legislations panels or legal consultation body. - Legislations ready for review by the legal committee. - Legislation approved by the legal committee for proceeding with required procedures. - Legislation or consultations pending distribution. - Legislations saved / suspended temporarily. - Legislations that require corresponding with concerned bodies and entities. - Legislations withdrawn from the Bureau. - Legislations saved / suspended for good. 3. Track the progress of draft legislations and other files and prepare periodic reports on work progress and achievements according to established procedures. 4. Follow up on the process of entering all data and information related to incoming and outgoing correspondences and keep them and archive them electronically and in paper format. 5. Generate required reports from the computer related to the incumbent's work and review them to ensure accuracy. 6. Suggest effective mechanisms for classifying, indexing and retrieving any of the legislations, regulations and various correspondences in an easy, efficient and accurate manner and submit them to the president of the Bureau. 7. Keep copies of legislations and consultations awaiting distribution to facilitate retrieving them and refer them to the legislations advisor when requested. 8. Document and archive incoming and outgoing mail with high accuracy and competence in direct coordination with concerned correspondences section staff to ensure complementary performance and high level of effectiveness. 9. Follow up on circulars, notices and instructions coming into and going out of the Bureau and ensure 			

Description of the Main Functions and Duties of Each Directorate

their distribution among all concerned persons.

10. Receive staff and respond to their inquiries and provide the necessary service related to their respective incoming and outgoing mail
11. Supervise the process of entering legislations into the electronic website after their publishing in the official gazette.
12. Carryout any tasks assigned by the legislations advisor or the relevant assistant advisor and which fall within the scope of the incumbent's work.

Job Relations:

Internal:

- Legislations advisor or the concerned assistant advisor.
- Office staff.
- Relevant staff at the correspondences registrar.

External:

- N / A.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	▪ First level university degree in administration sciences.								
Desired:	▪ Second level university degree in business administration.								
Practical Experience									
Basic / Required:	8 years of experience in carrying out administrative functions after having obtained, at a minimum, a first level university degree, and occupies any of the ranks between fifth and third.								
Desired:	Practical experience in office administration and management of correspondences.								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Comprehensive knowledge of paper and electronic indexing, classification and archiving systems applied generally and at the Bureau specifically. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills.
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	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 							
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. 								
<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. 									

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Follow Up Office		
Category	First		
Job Category	Technical	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Second level specialist	Group Code	05
Job Title	Second level language editing specialist	Level Code	2
Job Code No.	102 1 05 2 007 01	Standard Job Title Code	007
Direct Supervisor	Legislations Advisor or assistant to the concerned advisor	Job Title Code	01
Accountable To	N / A		
General Objective	Language editing and proofreading of draft laws, legislative articles and legal consultations and ensure their soundness in a timely manner.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Conduct language editing of draft laws and legal articles and scrutinize them linguistically on paper and / or electronically, as appropriate, and review and scrutiny them in two phases, the first with the legislation and consultation panel prior to submission to the president of the Bureau and the second after endorsement of the Legal Committee while making sure that the draft law is free from linguistic errors (morphological, grammatical and spelling) and correct such errors if they exist in coordination with the concerned advisor so that a final draft is issued in an error free manner and in a way that clearly and concisely explains the idea behind the legislation. 2. Language editing and proofreading of legal consultations and the different correspondences issued by the Bureau as needed to ensure uniformity of use of terms bearing the same meaning and developing the standard identify and image of the Bureau. 3. Edit the different Arabic text of correspondences, draft laws or articles that require editing, review and punctuation. 4. Attend discussion session of draft laws as needed and provide linguistic input with regard to suggested legislative articles. 5. Carryout any duties as assigned by the legislations advisor or the concerned assistant advisor and within the scope of the incumbent's work. 			
Management / Administrative Duties			
<ol style="list-style-type: none"> 1. Prepare required reports related to his / her work. 2. Keeping of work documents, files and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Members of the Legislations and Consultations Panel and the Legislations Modernization and Development Panel. ▪ LOB staff concerned with preparing letters and correspondences. 			
External:			
<ul style="list-style-type: none"> ▪ N / A. 			

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ BA in Arabic language and Arabic literature										
Desired:	▪ MA in Arabic language										
Practical Experience											
Basic / Required:	Eight years of relevant experience in the field of teaching Arabic language, language editing and proofreading after attainment of first university degree.										
Desired:	Practical experience in the Arabic language field.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of the rules of the Arabic language and high linguistic skills. - Knowledge of Jordanian legislations. - Knowledge of the techniques and art of legislative drafting endorsed and adopted by the Bureau. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills.
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	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 									
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 									
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations & Consultations Follow Up Office		
Category	First		
Job Category	Administrative & Financial	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Administrative 3	Group Code	06
Job Title	Third level / files and archives administrator	Level Code	3
Job Code No.	102 1 06 3 005 02	Standard Job Title Code	005
Direct Supervisor	Legislations advisor or the relevant assistant advisor	Job Title Code	02
Accountable To	N / A		
General Objective	Kept records of transactions related to draft legislation, correspondence, and related documents and archive them manually and electronically in special files, and retrieve any of such documents and make them available upon request.		

Functions & Duties:

Technical Duties:

1. Classify and index laws and regulations and related transactions and documents and keep them in special files according to the indexing and archiving system in place, and in a manner that ensures easy access and retrieval upon demand and that protects them from exposure to damage, and maintains their confidentiality.
2. Scan and save copies of the draft legislation, correspondence and transactions and any documents related thereto or other documents electronically within the electronic archiving system in place.
3. Retrieve copies of transactions and documents upon request and according to adopted procedures, make copies of them and make sure to return such documents to the respective files upon completion.
4. Provide advisers and authorized staff access to copies of required documents and existing files, according to adopted procedure.
5. Keep files, records and maintain confidentiality of their contents.
6. Make backup copies of information and data archived electronically.
7. Keep an inventory the contents of the filing room and prepare reports on the material status of kept files (damage or loss .. etc) among others, and propose recommendations to address any defect and submit such recommendations to the concerned legislation adviser.
8. Enter all data related to the incumbent's work into the automated system.
9. Carryout any duties as assigned by the legislations advisor or the concerned assistant advisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties

1. Prepare required reports related to his / her work.
2. Keeping of work documents, files and records.

Job Relations:

Internal:

- Legislations advisor / or assistant advisor concerned with management of the Legislations and Consultations Follow Up Office.
- Legislations and Consultations Office staff.

External:

- N / A.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	<ul style="list-style-type: none"> ▪ BA in office management or management of libraries. 								
Desired:	<ul style="list-style-type: none"> ▪ Not Applicable / None 								
Practical Experience									
Basic / Required:	Four years of experience in records keeping and office management after having obtained a first university degree.								
Desired:	Practical experience in records and files management.								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of indexing, organizing and classifying of documents systems of in force - Knowledge of the Bureau's work processes and procedures. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills.
	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying and opinions skills in a clear and concise manner. - Proper conduct and dealing with others. 							
	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 							
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 							
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. 								
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 								

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Legislations and Consultations Follow Up Office		
Category	First		
Job Category	Administration & Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Administrative – Second Grade	Group Code	06
Job Title	Committee Secretary – Legal Ministerial Committee Note: it is possible to assign the concerned assistant advisor to manage the legislations and consultations office or a legislations researcher by the president of the Bureau.	Level Code	2
Job Code No.	102 1 06 2 005 03	Standard Job Title Code	005
Direct Supervisor	Legislations Advisor or assistant to the concerned advisor	Job Title Code	03
Accountable To	N / A		
General Objective	Organize the agenda of the ministerial legal committee at the Bureau, write minutes of meetings, prepare decisions made by the committee, prepare drafts of relevant correspondences, edit and proofread them and follow up on their signature and duly distribution.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Prepare the file of the LOB president, prepare all attachments, documents and correspondences related to the draft bill being reviewed. 2. Take minutes of meeting of all relevant legal committee sessions. Prepare the list of decisions made during said meetings and follow up their implementation. Prepare drafts of relevant letters and correspondences, proofread and edit them, type them and follow up on their signature and duly distribution. 3. Follow up on incorporating all amendments endorsed by the legal committee into the legislation after which the incumbent shall submit it to the prime minister for the council of ministers to review is. Issue the pertinent letter in this regard, document such in a special file and document all amendments decided upon by the legal committee on the draft bill. 4. Contribute in following up on the process of filing legislations such that they are published in the official gazette. 5. Record, index, save and document all correspondences, letters and decisions related to the functions of the ministerial committee. 6. Coordinate with the administrative affairs unit and the direct supervisor to provide all the necessary support administrative services for holding ministerial committee sessions. 7. Perform any tasks assigned by the ministerial committee, the LOB president or the direct supervisor. 			
Management / Administrative Duties:			
<ol style="list-style-type: none"> 1. Prepare required reports related to his / her work. 2. Keep of work documents, files and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Legislations advisor / or assistant advisor concerned with management of the Legislations and 			

Description of the Main Functions and Duties of Each Directorate

Consultations Follow Up Office.

- Members of the Legislations and Consultations Panel and the Legislations Modernization and Development Panel concerned with the draft laws submitted for review by the ministerial committee.

External:

- Members of the legal ministerial committee
- Invitees to the Legal Ministerial Committee meetings.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree in Law (LLB).										
Desired:	▪ Second university degree in law (LLM).										
Practical Experience											
Basic / Required:	For assistant advisor, 12 years of experience and fulfillment of said job requirements. For legal researcher, 8 years of experience in the practice of legal functions and work after the attainment of the first university degree.										
Desired:	Practical experience in serving as secretary to the board or committees and in follow up. Practical experience in writing minutes of meetings.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of meetings management and minutes of meetings taking. - Knowledge of Jordanian legislations. - Knowledge of work process and procedures of the Bureau. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Effective self expression and relaying of opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> - Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying of opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.
	Communication Skills	<ul style="list-style-type: none"> - Effective self expression and relaying of opinions skills in a clear and concise manner. - Good listening skills. - Proper conduct and dealing with others. 									
	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills. 									
	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 									
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 									
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Institutional Services Directorate

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Director	Group Code	06
Job Title	Director of Institutional Services	Level Code	1
Job Code No.	102 1 06 1 001 03	Standard Job Title Code	001
Direct Supervisor	The Secretary General	Job Title Code	03
Accountable To	<ul style="list-style-type: none"> - Human Resources and Institutional Development Department Head - Financial Affairs Department Head - Administrative Affairs Department Head 		
General Objective	Responsible for human resources management and development, improvement of institutional performance, provision of services related to administrative affairs, secure supplies and equipment, and provide administrative support services as well as prepare draft, budget estimates and conduct financial analyses for LOB records and accounts.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Ensure the preparation of the draft annual budget of the Bureau in a manner commensurate with the Bureau's different programs and projects. 2. Ensure the preparation of all necessary supporting documents related to the financial transactions pertinent to the operations of the Brae and ensure follow-up on the Bureau's financial contributions, commitments and obligations to third parties, and manage the process of payment of salaries and contributions. 3. Ensure the effective implementation of measures and procedures related to human resource planning, attraction of qualified staff, selection and appointment in a manner that employs the necessary competencies at the Bureau. 4. Ensure the implementation of instructions and decisions related to personnel affairs. 5. Supervise the analysis, classification and determination of needs related to training, scholarships and . skills development of the Bureau staff and prepare pertinent training plans for implementation. 6. Ensure the effective implementation of the individual performance management program of LOB staff. 7. Ensure the preparation and development of the strategic plan in a way that is in line with the Bureau's objectives and follow up on their implementation. Also, prepare studies related to enhancing the institutional performance of panels, directorates and administrative units and build the institutional capacity of the Bureau. 8. Oversee the development of implementation and work processes and work procedures of the Bureau, simplify and streamline them, document them and develop service level standards. 9. Monitor the performance of donor funded projects and programs, if any 10. Oversee the development and maintenance of computerized systems especially the financial affairs 			

Description of the Main Functions and Duties of Each Directorate

system and the human resource development, and management application.

11. Ensure that the needs of the Bureau in terms of supplies, equipment and devices are secured and made available.
12. Make sure to provide all administrative and support services to the Bureau, such as safety and security services, office cleaning services, and transportation services among others.
13. Perform any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Take part in developing the strategic plans and setting the strategic objectives of the Bureau.
2. Prepare the implementation plans pertinent to the directorate's work, and endorse the work plans and programs of the sections and departments falling under it, and supervise their implementation.
3. Prepare the directorate's financial budget such that is results based and is directed towards supporting the attainment of the directorate's objectives and work plans.
4. Supervise the proper implementation of the functions and activities of the sections and departments and submit periodic progress and achievements reports.
5. Develop work policies and procedures, upgrade the performance level of subordinates and provide them with guidance and direction, develop their skills and competencies and evaluate their work.
6. Establish an appropriate administrative and organizational environment and provide appropriate material and moral means to motivate employees to be proactive and contribute creatively.
7. Coordinate communication channels between the directorate and the rest of the directorates and work and developing such channels.

Job Relations:

Internal:

- The Secretary General
- Advisors, assistant advisors, legislations researchers and LOB staff
- Planning and Coordination Committee
- Grievances committees

External:

- Ministry of Public Sector Development
- Civil Service Bureau
- General Budget Department
- Social Security Corporation
- Ministries and bodies requesting the transfer, secondment or assignment
- Expertise and consultancy bodies, training establishments and institutes and training service providers

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications							
Basic / Required:	- First university degree (BA) in the field of finance, business administrative or accounting at a minimum.						
Desired:	- Second university degree in financial management.						
Practical Experience							
Basic / Required:	- A minimum of 15 years of experience working in the fields of management and finance, 4 of which are in a supervisory role. The incumbent shall occupy any of the following grades: two – special.						
Desired:	- Practical experience in financial affairs. - Practical experience in human resources management and development. - Practical experience in administrative affairs.						
Technical Knowledge & Skills	- Knowledge of bases and principles of human resources management and development and best practices in this regard. - Personal interviewing skills to attract qualified candidates and talent. - Knowledge of the Civil Service Regulations and instructions issued pursuant to its and its amendments. - Full knowledge of all laws and regulations that govern the management of financial and accounting affairs at the Bureau as well as the financial powers and authorizations adopted at the Bureau. - Knowledge of the rules and regulations related to management of supplies, procurements and tendering and which govern the work of the Bureau. - Knowledge of the principles of procurement and inventory management. - Knowledge in the area of providing administrative and support services.						
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Leadership Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Holistic vision and strategic thinking skills - Effectively and confidently delegate responsibilities and authorities. - Assess the performance of subordinates in an objective and fair manner. - Develop the capacity and qualifications of subordinates and provide an appropriate learning environment for staff. - Reinforce positive trends at the work place. - Work competently and effectively under pressure. </td> </tr> <tr> <td style="padding: 5px;">Technical Knowledge Related to the Field of Work</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Deep and strategic understanding of the field of work. - Knowledge of the high level direction and policies related to the work of the Bureau. - Knowledge of new advancements and modern techniques and methodologies related to the work of the Bureau. </td> </tr> <tr> <td style="padding: 5px;">Effective Communication Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Professional and business writing and effective communication skills, both written and spoken. - Advanced listening and comprehension skills. - High negotiation skills. - effective expertise and skills in preparing and delivering presentations. - Good human relations skills. </td> </tr> </table>	Leadership Skills	<ul style="list-style-type: none"> - Holistic vision and strategic thinking skills - Effectively and confidently delegate responsibilities and authorities. - Assess the performance of subordinates in an objective and fair manner. - Develop the capacity and qualifications of subordinates and provide an appropriate learning environment for staff. - Reinforce positive trends at the work place. - Work competently and effectively under pressure. 	Technical Knowledge Related to the Field of Work	<ul style="list-style-type: none"> - Deep and strategic understanding of the field of work. - Knowledge of the high level direction and policies related to the work of the Bureau. - Knowledge of new advancements and modern techniques and methodologies related to the work of the Bureau. 	Effective Communication Skills	<ul style="list-style-type: none"> - Professional and business writing and effective communication skills, both written and spoken. - Advanced listening and comprehension skills. - High negotiation skills. - effective expertise and skills in preparing and delivering presentations. - Good human relations skills.
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Effective Communication Skills	<ul style="list-style-type: none"> - Professional and business writing and effective communication skills, both written and spoken. - Advanced listening and comprehension skills. - High negotiation skills. - effective expertise and skills in preparing and delivering presentations. - Good human relations skills. 						

Description of the Main Functions and Duties of Each Directorate

Decision Making and Problem Solving	Decision Making and Problem Solving	<ul style="list-style-type: none"> - Put forward solutions and address problems the best way possible. - Quick thinking and effective problem solving under work pressure. - Understand complex issues and explain them to concerned subordinates. - Make decisions on the basis of a balanced opinion that is decisive, and the ability to determine the best options available.
	Ability to Hold People Accountable	<ul style="list-style-type: none"> - Continuous monitoring of the work and activities of subordinates and document observations, and hold regular meetings for said purpose. - Apply reward and punishment systems in holding staff accountable. - Provide written and verbal feedback to staff.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email.
	Proficiency in English Language	<ul style="list-style-type: none"> - Written and spoken English language skills. - Report writing and correspondences writing skills in English.
Personality Traits	<ul style="list-style-type: none"> - Attention to details and accuracy in performing work. - Possesses integrity and work ethics. - Ability to work as a team. - Ability to work competently under pressure. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Department Head	Group Code	06
Job Title	Human Resources and Institutional Development Department Head	Level Code	2
Job Code No.	102 1 06 2 001 04	Standard Job Title Code	001
Direct Supervisor	Institutional Services Director	Job Title Code	04
Accountable To	<ul style="list-style-type: none"> - Institutional Development Specialist - Human Resources Management and Development Specialist 		
General Objective	Supervise the process of institutional development, human resources planning, selection and recruitment, staff appointment, training and skills development, and staff retention. Management of personnel affairs and secure their benefits and privileges.		

Functions & Duties:

Technical Duties:

1. Oversee the process of identifying the needs of the Bureau in terms of human resources and perform human resources planning in a way that would achieve the objectives of the Bureau and create balance between the size of the required tasks and human resources requirements in terms of numbers, skills and practical experience and qualifications.
2. Ensure the preparation of the manning tables and follow up on its implementation after being officially endorsed and approved. Also, coordinate with the financial affairs department when preparing the table to allocate necessary funds for creating the new posts and filling the vacant ones.
3. Participate in developing and amending the Bureau's organizational structure.
4. Ensure preparation and updating of the main tasks and functions of the administrative units, and prepare, develop and modernize job descriptions in coordination with the panels, directorates and offices at the Bureau and in accordance with the requirements and developments pertinent to the organizational structure.
5. Oversee the implementation of administrative instructions and decisions related to personnel such as promotion, annual increases and bonuses, transfer and secondment, official working hours and overtime, holidays / annual leaves and termination of services, status adjustments, and disciplinary measures and actions.
6. Follow up the effective application of recruitment procedures in order to achieve the required result in terms of attracting the required skills and competencies, and participate in recruitment process and provide an opinion in this regard.
7. Supervise the drafting and organization of contracts and their renewal.
8. Supervise the process and analyze, classify and determine the training and development needs of LOB staff, and prepare the annual training plan to meet said requirements.
9. Supervise the application of the performance appraisal reports of LOB staff, analyze their results and

Description of the Main Functions and Duties of Each Directorate

- benefit from them in coordination with the concerned advisers and the various directors of directorates.
10. Develop a draft strategic plan for the Bureau in a way that would be in line with the national priorities and goals and the objectives and goals for which the Bureau was established for, and work on following up on its implementation and measuring its results.
 11. Provide support and assistance to the panels, departments and offices of the Bureau in developing the strategic plan and the implementation plan of each respective panel, directorate or office.
 12. Ensure that institutional performance measures and indicators are linked the staff performance indicators in order to ensure the integration and consistency of the goals set for each employee with the overall objectives of the Bureau
 13. Ensure the provision of human resources services such as health insurance and social security.
 14. Supervise the updating and sustainability of the automated human resources management system that includes a database related to LOB staff, and generate necessary reports in coordination with the concerned information technology staff.
 15. Stay abreast with the developments and amendments pertinent to laws, regulations and instructions relating to human resources development, and work towards developing work methods and procedures adopted at the section.
 16. Perform any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Develop the department's work plans and take part in preparing the work plans and programs related to the directorate's activities.
2. Prepare periodic and non periodic reports related to work performance and achievements level of the department and submit them to concerned entities.
3. Supervise the performance of subordinates and the implementation of the department's activities per endorsed work plan, and distribute work among employees reporting to the incumbent.
4. Identify problems relating to work and subordinates, and take necessary action to provide a positive working environment and develop the performance of staff that report to the incumbent and appraise their performance.
5. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures of the department.
6. Perform any tasks assigned by the incumbent's direct supervisor and which fall within the scope of the department's work.

Job Relations:

Internal:

- The Secretary General
- LOB staff
- Planning and Coordination Committee
- Grievances committees

External:

- Ministry of Public Sector Development
- Civil Service Bureau
- General Budget Department
- Social Security Corporation
- Ministries and bodies requesting the transfer, secondment or assignment
- Expertise and consultancy bodies, training establishments and institutes and training service providers

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	- First university degree (BA) in business administration, management sciences or human resources management and development as a minimum.								
Desired:	- Second university degree (MA) in human resources management or development.								
Practical Experience									
Basic / Required:	- A minimum of 8 years of experience in human resources management and development. The incumbent shall occupy any of the following grades: fifth to third.								
Desired:	- Practical experience in the field of human resources management and development.								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of instructions that govern all aspects related to human resources. - Knowledge of the basis and requirements pertinent too databases development. - Planning and organizing skills. - Follow up and coordination skills and abilities. - Personal interviewing skills to attract qualified candidates and talent. - Knowledge of the Civil Service Regulation and its amendments as well as instructions issued pursuant to it. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Supervisory Skills</td> <td> <ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work. </td> </tr> <tr> <td>Technical Knowledge Related to the Field of Work</td> <td>- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)</td> </tr> <tr> <td>Problems Analysis and Solving</td> <td> <ul style="list-style-type: none"> - Put forward solutions based on sufficient studies provide the appropriate environment for the process of decision making and provide alternative options to address the problems. - Quick thinking and effective handling of situations when under work pressure. - Be proactive and have initiative in providing solutions to address any emergency. </td> </tr> <tr> <td>Communication Skills</td> <td> <ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations. </td> </tr> </table>	Supervisory Skills	<ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work. 	Technical Knowledge Related to the Field of Work	- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)	Problems Analysis and Solving	<ul style="list-style-type: none"> - Put forward solutions based on sufficient studies provide the appropriate environment for the process of decision making and provide alternative options to address the problems. - Quick thinking and effective handling of situations when under work pressure. - Be proactive and have initiative in providing solutions to address any emergency. 	Communication Skills	<ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations.
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Technical Knowledge Related to the Field of Work	- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)								
Problems Analysis and Solving	<ul style="list-style-type: none"> - Put forward solutions based on sufficient studies provide the appropriate environment for the process of decision making and provide alternative options to address the problems. - Quick thinking and effective handling of situations when under work pressure. - Be proactive and have initiative in providing solutions to address any emergency. 								
Communication Skills	<ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations. 								

Description of the Main Functions and Duties of Each Directorate

Teamwork and Cooperation Skills	Teamwork and Cooperation Skills	<ul style="list-style-type: none"> - Encourage and promote teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage work teams. - Encourage communication among staff from different units and departments.
	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Proficient use of applications necessary for the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
Personality Traits	<ul style="list-style-type: none"> - Attention to details and accuracy in performing work. - Possesses integrity and work ethics. - Ability to work as a team. - Ability to work competently under pressure. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Second Level Specialist	Group Code	06
Job Title	Second Level Institutional Development Specialist	Level Code	2
Job Code No.	102 1 06 2 009 05	Standard Job Title Code	009
Direct Supervisor	Institutional Services Director	Job Title Code	05
Accountable To	N / A		
General Objective	Participate in the development and updating of strategic plans and action plans related to the work of the Bureau, and follow-up their implementation, evaluation and assessment and amend them to ensure that the set objectives and indicators are met. Follow up on the action plans of the Bureau's departments, panels and offices and apply the necessary mechanisms and methodologies for the development of institutional performance.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Develop a draft strategic plan for the Bureau in a way that would be in line with the objectives and goals for which the Bureau was established for, and work on following up on plan implementation and measuring its results. 2. Provide support and assistance to the panels, departments and offices of the Bureau in developing the strategic plan and the implementation plan of each respective panel, directorate or office. 3. Coordinate with staff members concerned with human resources management and development in order to link institutional performance measures and indicators with the individual staff ones in order to ensure the integration and consistency of the goals set for each employee with the overall objectives of the Bureau. 4. Put an effective system to document and measure the progress of work related to the projects and programs included in the Strategic Plan, be it periodic or non-periodic reports, and ensure the commitment of all panels and departments to fill them out at the level and efficiency required and to submit reports in a timely manner. 5. Participate in preparing and updating the main functions and duties of administrative units, and the preparation, development and updating of job descriptions. 6. Follow up the implementation of the Bureau's donor funded projects and programs, study and analyze progress reports pertinent to said projects in coordination with the concerned departments, and make recommendations and propose necessary amendments to the Head of Department to ensure that the problems and deviations are addressed and the project is completed on time and in accordance with the required technical levels and standards. <ol style="list-style-type: none"> 1. Supervise the preparation and development of effective standard operating procedures for all functions 			

Description of the Main Functions and Duties of Each Directorate

of the Bureau and simplify service delivery procedures as well as revise, update and automate them in coordination with the various directorates.

2. Stay abreast with the developments and amendments pertinent to laws, regulations and instructions relating to institutional development.
3. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

3. Prepare required reports related to the incumbent's work.
4. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
5. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- Department head and department staff.
- Advisors, assistant advisors, legislations researchers, LOB staff in areas related to the execution of the incumbent's work.

External:

- Ministry of Public Sector Development
- Civil Service Bureau

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ A first university degree (BA) in Management Sciences,										
Desired:	▪ A second university degree (MA) in business administration of human resources development.										
Practical Experience											
Basic / Required:	8 years of experience in the field of organizational development and administrative work after obtaining the first university degree at a minimum. Incumbents will hold any of the following levels: fifth - third										
Desired:	– Practical experience in the field of strategic planning and operational implementation plans development.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Knowledge of the foundations and principles of institutional development and best practices in this regard. – Knowledge of the code of conduct and ethics of public office. – Knowledge of quality management and quality policy and their applications. – Full knowledge of the development of operational procedures manuals. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> – Possesses logical analysis and reasoning skills. – Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> – High level of Arabic language proficiency. – Good written and spoken English language skills. – Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> – Possesses logical analysis and reasoning skills. – Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – High level of Arabic language proficiency. – Good written and spoken English language skills. – Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – High level of Arabic language proficiency. – Good written and spoken English language skills. – Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 3	Category Code	1
Standard Job Title	Second level specialist	Group Code	06
Job Title	Third level human resources management and development specialist	Level Code	3
Job Code No.	102 1 06 3 009 06	Standard Job Title Code	009
Direct Supervisor	Institutional Services Director	Job Title Code	06
Accountable To	N / A		
General Objective	Human resource planning and attracting, selecting and hiring qualified candidates, and building their capabilities and skills and retain them. Improve organizational performance of the Bureau through undertaking the necessary coordination procedures for the preparation of strategic plans, monitoring its implementation and assessing and evaluating corporate performance and quality management.		

Functions & Duties:

Technical Duties:

1. Participate in determining the Bureau's human resources needs and conducting human resources planning.
2. Participate in preparing manning tables related to LOB jobs and follow up on its implementation.
3. Participate in preparing, developing and updating job descriptions.
4. Implement administrative instructions and decisions related to personnel such as promotion, annual increases and bonuses, transfer and secondment, official working hours and overtime, holidays / annual leaves and termination of services, status adjustments, and disciplinary measures and actions.
5. Contribute to implementing appointments measures and procedures and organizing and updating staff contracts.
6. Assist in the classification and identification of training needs and development for the Bureau staff, and contribute to the preparation of the annual training plans.
7. Prepare the annual training budget estimate necessary for the implementation of the training plan, and follow-up on the affairs of staff seconded by the Bureau to study at the various colleges and universities.
8. Conduct technical assessment of the advanced training centers bidding to offer training services.
9. Conduct technical and financial evaluation of training activities and programs that were implemented and compare them to objectives, specifications and standards, and identify and analyze deviations as well as their the causes and propose recommendations and corrective and preventive actions needed to address them and implement the necessary corrective actions.
10. Develop and implement mechanisms for the transfer of knowledge gained by employees through their participation in training and staff development activities.
11. Manage the process of measuring the impact of training programs and benefits and submit reports in their regard.
12. Monitor the implementation of performance appraisal reports pertinent to LOB staff, analyze their results and benefit from them in coordination with the directors of various departments.
13. Develop and monitor the implementation of new staff orientation programs, to this end, prepare and update the new employee manual to include all the necessary information to educate new staff

Description of the Main Functions and Duties of Each Directorate

members about the Bureau and organizational unit he / she belongs to, his / her job functions, and legislation governing the work of the bureau, the employee's rights and responsibilities and the level of performance expected of him / her.

14. Supervise all activities related to the provision of human resources services such as health insurance and social security
15. Update and sustain the automated human resources management system that includes a database related to LOB staff, and generate necessary reports in coordination with the concerned information technology staff.
16. Organize and update the files of LOB staff and save all documents and decisions related to them.
17. Follow up on the situation of suspended staff members for various reasons such as resignation, leave without pay or sick leave or other.
4. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

6. Prepare required reports related to the incumbent's work.
7. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
8. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- Department head and department staff.
- Advisors, assistant advisors, legislations researchers and LOB staff in areas related to the execution of tasks and duties.

External:

- Ministry of Public Sector Development
- Civil Service Bureau
- Ministries and bodies requesting the transfer, secondment or assignment
- Expertise and consultancy bodies, training establishments and institutes and training service providers.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree (BA) in administration sciences.										
Desired:	▪ Second university degree (MA) in business administration or human resources development.										
Practical Experience											
Basic / Required:	3 years of experience in the field of organizational development and administrative work after obtaining the first university degree as a minimum. Incumbents will fill any of the following levels: seventh - fifth										
Desired:	– Practical experience in the field of strategic planning and development of action and implementation plans.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Knowledge of human resources management and development policies and procedures and best practices in this regard. – Knowledge of the code of conduct and ethics of public office. – Knowledge of how to prepare and modify job descriptions cards. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> – Possesses logical analysis and reasoning skills. – Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> – Full mastery of the Arabic language. – Written and spoken English language skills. – Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> – Possesses logical analysis and reasoning skills. – Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – Full mastery of the Arabic language. – Written and spoken English language skills. – Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – Full mastery of the Arabic language. – Written and spoken English language skills. – Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possess integrity and work ethics. - Maintain confidentiality of documents and information. – Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Department Head	Group Code	06
Job Title	Financial Affairs Department Head	Level Code	2
Job Code No.	102 1 06 2 001 07	Standard Job Title Code	001
Direct Supervisor	Institutional Services Director	Job Title Code	07
Accountable To	<ul style="list-style-type: none"> - Accountant - Financial Auditor 		
General Objective	Ensure the preparation of budgets and internal control measures for accounting and financial procedures in coordination with the concerned parties at Sayegh Group, and propose the adoption of financial and accounting practices that increase the efficiency and effectiveness of financial management		

Functions & Duties:

Technical Duties:

1. Supervise the preparation of a draft annual budget and submit it to the Secretary General, taking into account compatibility with the role of the Bureau and its strategic objectives, and follow up on its implementation.
2. Submit monthly reports on the status of spending and achievement / completion rate for all budget items to the Secretary General, and submit monthly comparative reports between budgets and financial reports of actual activities and projects of the Bureau, and analyze the results and come up with recommendations in accordance with the applicable regulations and accounting standards.
3. Assess the financial status of the Bureau through providing reports on the financial situation of the Bureau, which includes the balance sheet, income statement, and statement of cash flows.
4. Oversee the process of preparing employees' salaries.
5. Ensure the integrity of financial and accounting procedures applied at the Bureau, and make a comparison between actual and estimate results, and conduct an analysis of accounts and support them with performance summaries, and conduct a comparison between actual and estimated expenditures per budget line item.
6. Oversee the process of preparing all the necessary documents for financial operations pertinent to the Bureau's financial transactions using computerized programs, receive payment requests and prepare payment receipt and keep record of all transactions in accordance with the applicable regulations.
7. Develop financial methods and procedures and streamline them and automate them to ensure higher and improved performance.
8. Provide recommendation to form committees to conduct warehouse inventory check.
9. Follow developments and modifications on financial legislation and international accounting standards and ensure adherence to their substance.
5. Perform any tasks assigned by the Secretary General and which fall within the scope of the

Description of the Main Functions and Duties of Each Directorate

incumbent's work.

Management / Administrative Duties:

7. Develop the department's work plans and take part in preparing the work plans and programs related to the directorate's activities.
8. Prepare periodic and non periodic reports related to work performance and achievements level of the department and submit them to concerned entities.
9. Supervise the performance of subordinates and the implementation of the department's activities per endorsed work plan, and distribute work among employees reporting to the incumbent.
10. Identify problems relating to work and subordinates, and take necessary action to provide a positive working environment and develop the performance of staff that report to the incumbent and appraise their performance.
11. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures of the department.
6. Perform any tasks assigned by the incumbent's direct supervisor and which fall within the scope of the department's work.

Job Relations:

Internal:

- The Secretary General.
- Head of directorates, advisors and office managers.
- Department staff.

External:

- General Budget Department.
- LOB vendors, suppliers and service providers.
- Social Security Corporation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications		
Basic / Required:	- A first university degree (BA) in banking and finance, business administration or accounting as a minimum.	
Desired:	- A second university degree (MA) in financial management	
Practical Experience		
Basic / Required:	A minimum of 8 years of experience in the areas of Finance. The incumbent shall occupy any of the following grade: fifth – third.	
Desired:	- Practical experience in financial affairs and management	
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of instructions that govern the financial management and accounting. - Knowledge of instructions and work procedures for the management of supplies, procurement and tendering. - Knowledge of using accounting and finance software systems of applied at the Bureau. 	
Administrative Knowledge & Skills	Supervisory Skills	<ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Promote and encourage positive trends at work.
	Technical Knowledge in the Field of Work	- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)
	Problems Analysis and Solving	<ul style="list-style-type: none"> - Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency.
	Communication Skills	<ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations.
	Teamwork and Cooperation Skills	<ul style="list-style-type: none"> - Encourage and promote teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage work teams.

Description of the Main Functions and Duties of Each Directorate

Personality Traits		<ul style="list-style-type: none"> - Encourage communication among staff from different units and departments.
	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Good written and spoken English language skills.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Proficient use of applications required for the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
	<ul style="list-style-type: none"> - Attention to details and accuracy in performing work. - Possesses integrity and work ethics. - Ability to work as a team. - Ability to work competently under pressure. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Third Level Accountant	Group Code	06
Job Title	Third Level Human Resources Management and Development Specialist	Level Code	3
Job Code No.	102 1 06 3 009 08	Standard Job Title Code	007
Direct Supervisor	Financial Affairs Department Head	Job Title Code	08
Accountable To	N / A		
General Objective	Participate in the preparation of the draft annual budget for the Bureau. Prepare the payroll lists for all staff and check their benefits and salaries deductions. Organize accounting transactions, bonds and records, and audit all claims and invoices submitted to the Bureau to verify and validate them and ensuring that they meet all requirements.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Contribute to the preparation of draft annual budget estimates. 2. Prepare the salaries of employees of all classes and duly audit their benefits and payroll deductions, and monitor changes in salaries and ensure the implementation of endorsed procedural processes based on monthly statements, and prepare bank transfers letters related to staff salaries on an ongoing basis. 3. Follow up on the Bureau's contributions and obligations towards the tax authorities in particular with regard to the salaries of the Bureau staff. 4. Prepare statements and contributions / deductions transferred to the Social Security Corporation for all employees. 5. Review transactions related to sub financial books (payments, receipts, and fixed assets, bank reconciliations) to develop the initial trial balance, prepare adjusting entries and prepare the final trial balance. Also, prepare reports, including summaries of income and expenditure and details of accounts payable and receivables. 7. Receive bank statements, and match the record of transactions listed in the banks statements with that of LOB financial records, and affix the transactions that have not been settled in the bank statements or accounting books. Match the actual balances in banks with book balances on reconciliation forms, and keep bank reconciliation forms on record. 8. Prepare all the necessary supporting documents for financial transactions related to the work of the Bureau using computerized programs, and receive payment requests and prepare bills and keep a record of them in accordance with the applicable regulations. 9. Keep Guarantees submitted for the benefit of the Bureau and follow up on their renewal and claiming their value at maturity or return them to their source at the end of the period. 10. Keep all payment vouchers, records, documents and payment receipts. 11. Participate in the committee formed to conduct a screening of the inventory of warehouses, and reconcile differences and affix the value of stock. 			

Description of the Main Functions and Duties of Each Directorate

12. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- Department head and department staff.

External:

- General Budget Department.
- LOB vendors and suppliers.
- Social Security Corporation.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree (BA) in accounting										
Desired:	▪ Second university degree (BA) in accounting										
Practical Experience											
Basic / Required:	3 years of experience in finance and accounting after obtaining a first university degree (BA).										
Desired:	- Specialized expertise in the field of the required work.										
Technical Knowledge & Skills	- Experience in the preparation of budgets. - Knowledge of each of the Income Tax Law and the Social Security Law. - Full knowledge of financial instructions in force.										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td>- Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills.</td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td>- Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills.</td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td>- Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences of others.</td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td>- Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email.</td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td>- Good mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.</td> </tr> </table>	Communication Skills	- Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills.	Logical Analysis and Reasoning Skills	- Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills.	Aptitude for Self Improvement and Development	- Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences of others.	Use of Computer Applications Skills	- Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email.	Proficiency in Arabic & Good Knowledge of English	- Good mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	- Good mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.										
Personality Traits	- Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team.										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Third Level Auditor	Group Code	06
Job Title	Second legal financial auditor	Level Code	2
Job Code No.	102 1 06 2 008 09	Standard Job Title Code	008
Direct Supervisor	Financial Affairs Department Head	Job Title Code	09
Accountable To	- N / A		
General Objective	Review, examine and audit the accounting records relating to financial statements.		

Functions & Duties:

Technical Duties:

1. Plan to perform audits of accounts and approve the need for a detailed audit of the records and data that contain them.
2. Audit financial documents and sign them in accordance with the procedure adopted at the Bureau.
3. Test and record accounting transactions in daily ledgers and journals.
4. Verify the reconciliation of journal entries to the ledger.
5. Review the cash on hand account and audit the accounts at banks.
6. Examine canceled checks, receipts and cash payments and purchases.
7. Review daily journals and ledger and check the accuracy of totals.
8. Prepare reports in light of the audit findings and financial cases and submit them to the department head.
9. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- Department head and department staff.

External:

- N / A

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First university degree (BA) in accounting.										
Desired:	▪ Second university degree (MA) in accounting.										
Practical Experience											
Basic / Required:	4 years of experience in financial affairs and accounting after having obtained a first university degree.										
Desired:	- Specialized past experience and expertise in the field of required work										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of international standards of accounting. - Knowledge of accounting systems in force. - Knowledge of the laws, regulations, legislations and instructions that govern the work of the Bureau. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> - Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Possesses logical analysis and reasoning skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Administrative Affairs Department Head	Group Code	06
Job Title	Administrative Affairs Department Head	Level Code	2
Job Code No.	102 1 06 2 001 10	Standard Job Title Code	001
Direct Supervisor	Institutional Services Director	Job Title Code	10
Accountable To	<ul style="list-style-type: none"> - Incoming and outgoing mail registry clerk / third level - Third level receptionist clerk - Supplies and purchases administrative staff / third level - Telephone Operator - Driver / Car - Driver / Motorcycle - Messenger / Office Boy 		
General Objective	Secure the needs of the Bureau and its administrative departments and units with regard to supplies and administrative support services such as water, electricity and fuel, transportation and security, cleaning services and oversee the process of issuing and registering and correspondence and letter and supervise the work of office boys.		

Functions & Duties:

Technical Duties:

1. Oversee the process of analyzing and identifying the actual needs of the Bureau with regard to supplies and materials, equipment and other needs.
2. Oversee the process of analyzing and identifying the actual needs of the department of the Bureau with regard to supplies, materials, equipment and other needs.
3. Ensure the preparation of an annual plan covering the supplies needs of the Bureau and obtaining the necessary approvals.
4. Follow up on the process of issuing tenders and requesting offers in accordance with the supplies regulations in force and adopted procedures to provide for the supplies needs of the Bureau.
5. Oversee the process of auditing and reviewing purchase orders to ensure fulfillment of the basic requirements related to procurement measures and in accordance with the adopted procedure.
6. Supervise the receipt and delivery of supplies and organize relevant documents.
7. Follow up to ensure the proper implementation of contracts and agreements concluded with third parties for the provision of supplies and the implementation of the clearance procedures on supplies purchased from abroad.
13. Supervise the registration of incoming and outgoing mail both electronically and manually.
14. Ensure the continuous availability of the needs of the LOB and its facilities in terms of water, electricity and fuel, etc., in coordination with the concerned parties, internally and externally.

Description of the Main Functions and Duties of Each Directorate

15. Oversee the work of the transportation and vehicles department and the licensing and maintenance of vehicles, and record the movement of vehicles daily and record the value of spent fuel, and follow up on the work of drivers.
16. Supervise the provision of the required hospitality services for official meetings.
17. Perform any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Develop the department's work plans and take part in preparing the work plans and programs related to the directorate's activities.
2. Prepare periodic and non periodic reports related to work performance and achievements level of the department and submit them to concerned entities.
3. Supervise the performance of subordinates and the implementation of the department's activities per endorsed work plan, and distribute work among employees reporting to the incumbent.
4. Identify problems relating to work and subordinates, and take necessary action to provide a positive working environment and develop the performance of staff that report to the incumbent and appraise their performance.
5. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures of the department.
6. Perform any tasks assigned by the incumbent's direct supervisor and which fall within the scope of the department's work.

Job Relations:

Internal:

- The Secretary General.
- Advisors, assistant advisors, legislations researchers and LOB staff.
- Tendering and procurement committees formed under the regulations in force.

External:

- LOB vendors and suppliers.
- Entities concerned with vehicles maintenance.
- Entities concerned with providing safety and security services as well as cleaning services.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications		
Basic / Required:	- A first university degree (BA) in administration sciences as a minimum.	
Desired:	- A second university degree (MA) in business administration.	
Practical Experience		
Basic / Required:	- A minimum of 6 years of experience in the field of administrative affairs and supplies.	
Desired:	- Practical experience in the area of supplies and administrative support services	
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Thorough knowledge of rules and regulations relating to supplies and procurements as well as those related to the work of tendering committees. - Knowledge of the basic regulations relating to managing correspondence, and their tracking. - Knowledge of controlling the usage of fuel, estimating distances and licensing of vehicles. 	
Administrative Knowledge & Skills	Supervisory Skills	<ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work.
	Technical Knowledge in the Field of Work	<ul style="list-style-type: none"> - Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)
	Problems Analysis and Solving	<ul style="list-style-type: none"> - Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency.
	Communication Skills	<ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations.
	Teamwork and Cooperation Skills	<ul style="list-style-type: none"> - Encourage and promote teamwork. - Promote dialogue and group discussions among staff.

Description of the Main Functions and Duties of Each Directorate

Proficiency in Arabic & Good Knowledge of English		<ul style="list-style-type: none"> - Ability to lead and manage work teams. - Encourage communication among staff from different units and departments.
	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Written and spoken English language skills.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Proficient use of applications required by the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
Personality Traits	<ul style="list-style-type: none"> - Attention to details and accuracy in performing work. - Integrity and work ethics. - Ability to work as a team. - Ability to work competently under pressure. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Second		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 3	Category Code	2
Standard Job Title	Third Level Clerk	Group Code	06
Job Title	Third Level Incoming and Outgoing Mail Registrar Clerk	Level Code	3
Job Code No.	102 2 06 3 001 11	Standard Job Title Code	001
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	11
Accountable To	- N / A		
General Objective	Register incoming and outgoing mail and official letter and record them in special registry books. Stamp and close letter and add the appropriate address and refer it to the legislations and consultations follow up office.		

Functions & Duties:

Technical Duties:

1. Organize the process of receiving incoming daily mail to the Bureau and indexing and classification and follow up on the process of registering it in the endorsed incoming mail log and enter relevant data into the computerized system for managing LOB's mail.
2. Receive visitors and respond to their inquiries, provide the required assistance and service related to incoming and outgoing mail and per the procedures and instructions issued in this regard.
3. Generate the required reports from the computer and checked and review them for accuracy.
4. Identify and classify the information entered into the computer system to facilitate the process of retrieval of information on demand, and make backup copies of the information and the data entered on the computer and maintain the confidentiality of the information.
5. Receive faxes coming into the Bureau and send faxes as needed.
6. Transfer mail coming into the Bureau to follow up offices and follow up on the distribution of outgoing mail among the different external entities.
7. Duly stamp all of the Bureau's outgoing mail.
8. Package outgoing mail from the Bureau and include the appropriate address.
9. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Description of the Main Functions and Duties of Each Directorate

Job Relations:

Internal:

- Department head and staff.

External:

- Visitors having dealings with the LOB.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ Community College Diploma in Office Management 										
Desired:	<ul style="list-style-type: none"> ▪ N / A 										
Practical Experience											
Basic / Required:	Two years of experience in the management of incoming and outgoing mail after having obtained an undergraduate (BA) degree.										
Desired:	– N / A										
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Full knowledge of adopted procedures and instructions related to the incumbent's work. – Knowledge of the applied indexing and classification system of incoming and outgoing mail. – Knowledge of the use of the electronic program for entering information related incoming and outgoing mail. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. </td> </tr> <tr> <td>Logical Reasoning and Analysis Skills</td> <td> <ul style="list-style-type: none"> – Logical analysis and reasoning abilities and skills. – Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> – Mastery of the Arabic language. – Written and spoken English language skills. – Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 	Logical Reasoning and Analysis Skills	<ul style="list-style-type: none"> – Logical analysis and reasoning abilities and skills. – Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. – Continuously seeks education and areas and opportunities for development. – Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> – Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. – Typing skills in both English & Arabic. – Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> – Mastery of the Arabic language. – Written and spoken English language skills. – Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Second		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 3	Category Code	2
Standard Job Title	Third Level Clerk	Group Code	06
Job Title	Third Level Receptionist / Clerk	Level Code	3
Job Code No.	102 2 06 3 001 12	Standard Job Title Code	001
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	12
Direct Supervisor	Administrative Affairs Department Head		
Accountable To	- N / A		
General Objective	Receive visitors and answer their questions and inquiries and guide them to successfully complete their mission.		

Functions & Duties:

Technical Duties:

1. Respond to the inquiries of visitors, provide them with information and guide them to the various bodies.
2. Register the name of the visitor and the name of the person he / she wishes to meet with, and record information related to the reason of visit and entry and exit time in the designated log.
3. Follow up on the compliance of LOB staff with stamping their attendance card and monitor and control its proper use by the employees. Receive personal and official leave requests submitted by the staff and deliver them to concerned personnel at the human resources management and development department.
4. Ensure that all visitors have left the building of the Bureau at the end of working hours.
5. Maintain the cleanliness and tidiness of the entrance and the reception area.
6. Check the bulletin board on daily basis to ensure the validity period of outstanding ads such as those related to tenders and make sure that are clear and on the bulleting through the duration of its validity and coordinate with the concerned authorities within the Bureau before removing their respective ads.
7. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB President and Bureau staff.

External:

- Visitors having dealings with the LOB.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ Community College Diploma in Office Management										
Desired:	▪ N / A										
Practical Experience											
Basic / Required:	Two years of experience in administering incoming and outgoing mail after having obtained a first university degree (BA).										
Desired:	- N / A										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of adopted procedures and instructions related to the incumbent's work. - Full knowledge of the Bureau's organizational structure and the nature of the functions and duties assigned to each organizational unit. - Knowledge of the use of the work attendance system and how to sustain it. 										
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Maintain confidentiality of documents and information. - Ability to work as a team. 										

Issuance date: / /

Signature:

Job Description Card

Directorate / Unit	Institutional Services		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 3	Category Code	1
Standard Job Title	Third Level Clerk	Group Code	06
Job Title	Supplies and Procurements Administrator	Level Code	3
Job Code No.	102 1 06 3 006 13	Standard Job Title Code	006
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	13
Accountable To	– N / A		
General Objective	Participate in determining the annual needs of the Bureau with regard to stationary and supplies. Prepare purchase orders, keep records of them and perform necessary follow up. Prepare tender documents and award decisions, prepare contracts and agreements related to purchases and follow up on their implementation, and tenders guarantees.		

Functions & Duties:

Technical Duties:

1. Propose an effective mechanism of assessing and determining the annual supplies needs of the Bureau.
2. Study and analyze the type and quantity of consumption over the past years, and calculate the percent of natural increase in the amount of consumable items.
3. Review and study procurement requests and purchase orders and request necessary justifications from requesting entities if needed.
4. Implement procurement transactions after the preparation of purchase orders and ensure that they fulfill the requirements and established procedures and record them in the designated log.
5. Keep a list of all established and pre approved suppliers that includes the items and services each provides along with their respective addresses.
6. Prepare lists of the prices of repeated items and continuously update it.
7. Receive supplies from the supplier and registered in the incumbent's possession initially upon its arrival on site and follow up the procedures of its registration and distribution in coordination and collaboration with the designated committee and keep copies of relevant transactions and documents in the designated records.
8. Keep files and records related to tenders and the offers received.
9. Perform all works related to receiving, storing and keeping items in the warehouse.
10. Organize the registration of incoming and outgoing items and update the respective product classification card.
11. Organize the content of the warehouse in a manner that guarantees the easy access to items when dispensing them and in a way that protects it from damage and wear.
12. Perform an inventory of the contents of the warehouse and monitor its content on a regular basis and follow-up requests for materials and when they reach the minimum level and report it and prepare the required periodic reports.
13. Prepare reports on the balances of stock items and damaged materials and submit them to the

Description of the Main Functions and Duties of Each Directorate

department head.

14. Open files for each employee listing items in their possession.
15. Enter all information related to the work of warehouses into the computer.
16. Control the mechanism of dispensing and administering supplies to LOB staff.
18. Conduct periodic follow up to match the contents of the inventory log with the contents of supplies cards under use, through reviewing the inventory records that show in whose staff custody they are in.
19. Follow up the procedures for receiving and delivering items in the staffs' custody at the end of their service.
20. Follow up the destruction and deletion of items and prepare a list of expired items according to established rules and follow up the duly issuance of approvals.
21. Determine the supplies that can be stored for a specified period of time without being damaged or spoiled.
22. Execute contracts and agreements entered into with external entities for providing the Bureau with supplies.
23. Prepare all guarantees relating to tenders and bids in terms of their extension or release.
24. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- Financial Affairs Department Head and staff.
- Administrative Affairs and Human Resources Department Head.
- LOB staff.

External:

- Vendors and suppliers.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree (BA) in supplies and inventory management, management and administration sciences or any related field as a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ N / A 										
Practical Experience											
Basic / Required:	Two years of experience in the field of inventory management after having obtained that first university degree.										
Desired:	<ul style="list-style-type: none"> - Four years of experience in the required field of work. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of adopted procedures and instructions related to inventory, supplies and purchases management. - Knowledge of service providers, vendors and suppliers in the local market. - High level of work accuracy and efficiency. - Ability to analyze and identify needs and requirements. - Ability to prepare reports. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Knowledge of Work and Relevant Developments</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of legislations, regulations and instructions related to the incumbent's work. - Ability to work without direction and supervision. </td> </tr> <tr> <td style="padding: 5px;">Communication Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Effective abilities to express and deliver opinion accurately. - Good conduct and human relations skills. - Quick understanding of the materials required and work on securing them with ease and in a timely manner. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td style="padding: 5px;">English Language Proficiency</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Proficient knowledge of written and spoken English. - Reports and correspondences writing skills in English. </td> </tr> </table>	Knowledge of Work and Relevant Developments	<ul style="list-style-type: none"> - Knowledge of legislations, regulations and instructions related to the incumbent's work. - Ability to work without direction and supervision. 	Communication Skills	<ul style="list-style-type: none"> - Effective abilities to express and deliver opinion accurately. - Good conduct and human relations skills. - Quick understanding of the materials required and work on securing them with ease and in a timely manner. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	English Language Proficiency	<ul style="list-style-type: none"> - Proficient knowledge of written and spoken English. - Reports and correspondences writing skills in English.
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Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 										
English Language Proficiency	<ul style="list-style-type: none"> - Proficient knowledge of written and spoken English. - Reports and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Attention and diligence. - Maintain the confidentiality of documents and data. - Ability to work effectively and competently under pressure. - Integrity and good work ethics. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Third		
Job Category	Vocational and professional jobs	Job Type Code	102
Level	Level 3	Category Code	3
Standard Job Title	Third level telephone operator	Group Code	11
Job Title	Telephone operator	Level Code	3
Job Code No.	102 3 11 3 007 01	Standard Job Title Code	007
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	01
Accountable To	N / A		
General Objective	Secure telephone contact between the Bureau and other entities through receiving incoming calls and referring them to the designated entity, and meet the request of staff by dialing local, national and international numbers.		

Functions & Duties:

Technical Duties:

1. Receive incoming calls and divert them to concerned individuals / departments.
2. Respond to phone call requests of LOB staff, whether landline, mobile number, local, national or international, and record them in a special log book.
3. Check phone bills and prepare a list of all personal calls, and submit them to the department head for appropriate action.
4. Make suggestions regarding the development and improvement of work efficiency of the departments and submit them to the department head.
5. Prepare and update an internal telephone guide that includes internal extension numbers of LOB staff and the most important telephone numbers of external entities and official institutions that are frequently contacted by LOB staff and circulated among the panels, directorate, offices and departments.
6. Organize, record and maintain lists of external phone calls in special files designated for said purpose.
7. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

Description of the Main Functions and Duties of Each Directorate

- LOB president and staff.

External:

- Entities being contacted by phone or from which calls are received.
- Public and private telecommunications companies providing landlines and mobile communication services to follow up on matters related to disruption of service and communication bills.
- Suppliers of automated telephone operators and maintenance companies.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	▪ High school (tawjihi) certificate								
Desired:	▪ Community College Diploma in Management Science								
Practical Experience									
Basic / Required:	Two years of experience working as a telephone operator.								
Desired:	<ul style="list-style-type: none"> - Vocational training or qualification by a Vocational Training Center, or any of the qualified centre and institutes. - A practice license issued by the Vocational Training Corporation falling in the (skilled) category in accordance with the classification system specified in vocational classification rules of professional staff / law regulating professional work. - Community College Diploma in Management Science or in field related to the job. 								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of the instructions and procedures relating to his / her work in particular with regard to measures to control and provide telephone calls services. - Full knowledge of the use of the telephone switch. - The ability to identify technical malfunctions and fix them. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. - Ability to understand direction and comply with instructions. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of MS Word application. - Ability to communicate by email. </td> </tr> <tr> <td>Arabic and English Language Proficiency</td> <td> <ul style="list-style-type: none"> - Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. - Ability to understand direction and comply with instructions. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of MS Word application. - Ability to communicate by email. 	Arabic and English Language Proficiency	<ul style="list-style-type: none"> - Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation.
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Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of MS Word application. - Ability to communicate by email. 								
Arabic and English Language Proficiency	<ul style="list-style-type: none"> - Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation. 								
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Efficiency and accuracy in performing tasks. - Maintain confidentiality of documents and information. - Ability to work as a team. 								

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Third		
Job Category	Support Administrative Services	Job Type Code	102
Level	Level 3	Category Code	3
Standard Job Title	Driver	Group Code	10
Job Title	Driver / car (taxi car)	Level Code	3
Job Code No.	102 3 10 3 007 01	Standard Job Title Code	007
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	01
Accountable To	N / A		
General Objective	Drive vehicles according to transportation / delivery orders, transport mail to and from the post office and distribute it among concerned entities, and maintain the safety and cleanliness of vehicles.		

Functions & Duties:

Technical Duties:

1. Inspect the vehicle and ensure its cleanliness on daily basis. Ensure proper maintenance of vehicles is performed and inform the Head of Department of any malfunctions according to adopted procedures.
2. Perform preventive and corrective maintenance works for the Bureau vehicles and according to established procedures.
3. Transport Bureau staff and visitors according to transportation orders issued by the department head.
4. Bring and deliver the Bureau's mail to the post office on daily basis.
5. Distribute outgoing mail issued by the Bureau and addressed to the different concerned external entities and as requested.
6. Supply LOB vehicles with petrol according to endorsed procedures.
7. Apply public safety rules and abide by traffic rules and law.
8. Keep a daily log for all the trips of the vehicle.
9. Renew the licensing of the vehicle each year at the specified time.
10. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.

Job Relations:

Internal:

- LOB President and staff.

External:

- Pre selected and approved gas stations.
- Motors and Vehicles Licensing Department.
- Pre selected and approved vehicles maintenance service providers.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications							
Basic / Required:	<ul style="list-style-type: none"> ▪ Elementary school – grade 9 ▪ Drivers license – category 4 at a minimum. 						
Desired:	<ul style="list-style-type: none"> ▪ High school (tawjihi) certificate ▪ Drivers license – category 5 						
Practical Experience							
Basic / Required:	Two years of experience working as a driver.						
Desired:	– N / A						
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Knowledge of instructions and procedures related to the incumbent’s work. – Full knowledge of general traffic safety rules. – Full knowledge of the Jordanian Traffic Law and traffic rules. – Full knowledge of vehicles licensing procedures. – Full knowledge of issues related to general maintenance, preventive maintenance and corrective maintenance of vehicles. 						
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. </td> </tr> <tr> <td>Arabic and English Language Skills</td> <td> <ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. 	Arabic and English Language Skills	<ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation.
Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 						
Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. 						
Arabic and English Language Skills	<ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation. 						
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Possesses integrity and work ethics. - Proper appearance. 						

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Third		
Job Category	Support Administrative Services	Job Type Code	102
Level	Level 3	Category Code	3
Standard Job Title	Driver	Group Code	10
Job Title	Driver / Motorcycle	Level Code	3
Job Code No.	102 3 10 3 007 02	Standard Job Title Code	007
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	02
Accountable To	N / A		
General Objective	Drive the motorcycle according to transportation / delivery orders, transport mail to and from the post office and distribute it among concerned entities, and maintain the safety and cleanliness of the motorcycle.		

Functions & Duties:

Technical Duties:

1. Inspect the motorcycle and ensure its cleanliness on daily basis. Ensure proper maintenance of the motorcycle is performed and inform the Head of Department of any malfunctions according to adopted procedures.
2. Perform preventive and corrective maintenance works for the motorcycle.
3. Bring and deliver the Bureau's mail to the post office on daily basis.
4. Distribute outgoing mail issued by the Bureau and addressed to the different concerned external entities and as requested.
5. Supply the motorcycle with gas.
6. Apply general safety rules and adhere to traffic rules and law.
7. Keep a daily log for all the trips of the motorcycle.
8. Renew the licensing of the motorcycle each year at the specified time.
9. Perform any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.

Job Relations:

Internal:

- LOB President and staff.

External:

- Pre selected and approved gas stations.
- Motors and Vehicles Licensing Department.
- Pre selected and approved vehicles maintenance service providers.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications							
Basic / Required:	<ul style="list-style-type: none"> ▪ Ninth elementary grade. ▪ Motorcycle drivers license as a minimum. 						
Desired:	<ul style="list-style-type: none"> ▪ High school (tawjihi) certificate 						
Practical Experience							
Basic / Required:	Two years of experience working as a motorcycle driver.						
Desired:	– N / A						
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Knowledge of instructions and procedures related to the incumbent’s work. – Full knowledge of general traffic safety rules. – Full knowledge of the Jordanian Traffic Law and traffic rules. – Full knowledge of licensing procedures of motorcycles. – Full knowledge of issues related to general maintenance, preventive maintenance and corrective maintenance of motorcycles. 						
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. </td> </tr> <tr> <td>Arabic and English Language Skills</td> <td> <ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. 	Arabic and English Language Skills	<ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation.
Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively. – Good listening and comprehension skills. – Good interpersonal skills. 						
Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Ability to identify areas of self weakness to determine requirements for self improvement and development. 						
Arabic and English Language Skills	<ul style="list-style-type: none"> – Arabic language proficiency. – Knowledge of English language basics needed for carrying out a conversation. 						
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Integrity and good work ethics. - Appropriate appearance. 						

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Institutional Services		
Category	Third		
Job Category	Support Administrative Services	Job Type Code	102
Level	Level 3	Category Code	3
Standard Job Title	Messenger / Office boy	Group Code	10
Job Title	Messenger / Office boy	Level Code	3
Job Code No.	102 3 10 3 007 03	Standard Job Title Code	007
Direct Supervisor	Administrative Affairs Department Head	Job Title Code	03
Accountable To	– N / A		
General Objective	Provide support services for the Bureau's panels, directorates and offices through the distribution of mail, transactions and correspondences and follow up on making copies of said documents, and provide hospitality services.		

Functions & Duties:

Technical Duties:

1. Distribute incoming mail to all panels, departments and Bureau offices.
2. Distribute mail and transactions and correspondence between the Bureau's various panels, departments, offices and sections.
3. Provide the necessary hospitality to the president and staff according to the Bureau's directives in this regard, and provide hospitality services during official meetings.
4. Photocopy and extract draft laws, decisions, letter, circulars and all required official documents necessary for the work of the various panels, directorates, departments and sections at the Bureau.
5. Perform minor maintenance work for photocopying machines and report any malfunction.
6. Maintaining the integrity of photocopying machines and take all prior preventive actions necessary for their sustenance, and follow up the implementation of periodic preventive maintenance by suppliers of maintenance services.
7. Package and bind documents as appropriate and according to the available means.
8. Prepare monthly reports on the amount of photocopying work performed for each panel or department or division in the bureau.
9. Apply general safety rules and instructions.
10. Organize and keep records pertinent to photocopying machines including their serial numbers, location, and details of corrective and preventive maintenance as feedback to help determine the effectiveness of these devices and the feasibility retaining or replacing them.
11. Transfer office supplies, stationary, furniture, devices and equipments at the Bureau.
12. Ensure the cleanliness and tidiness of LOB offices.
13. Take into account the strict confidentiality in transferring mail and handling of documents.
14. Carry out any tasks assigned by the Head of Department and which fall within the scope of the incumbent's work.

Description of the Main Functions and Duties of Each Directorate

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.

Job Relations:

Internal:

- LOB President and staff.

External:

- N / A

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications							
Basic / Required:	▪ High school (tawjihi) certificate as a minimum.						
Desired:	▪ N / A						
Practical Experience							
Basic / Required:	N / A						
Desired:	Two years practical experience in the field of required work.						
Technical Knowledge & Skills	- Knowledge of work related process and procedures						
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Communication Skills</td> <td>- Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills.</td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td>- Ability to identify areas of self weakness to determine requirements for self improvement and development.</td> </tr> <tr> <td>Arabic and English Language</td> <td>- Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation.</td> </tr> </table>	Communication Skills	- Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills.	Aptitude for Self Improvement and Development	- Ability to identify areas of self weakness to determine requirements for self improvement and development.	Arabic and English Language	- Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation.
	Communication Skills	- Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills.					
	Aptitude for Self Improvement and Development	- Ability to identify areas of self weakness to determine requirements for self improvement and development.					
Arabic and English Language	- Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation.						
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Arabic and English Language	- Arabic language proficiency. - Knowledge of English language basics needed for carrying out a conversation.						
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Possesses integrity and good work ethics. - Efficiency and accuracy in carrying out duties. <p>- Appropriate appearance.</p>						

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Information & Communications Technology (ICT) Directorate

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Documentation / Archiving & Information Technology		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Director	Group Code	06
Job Title	Documentation / Archiving & Information Technology Director	Level Code	1
Job Code No.	102 1 06 1 001 14	Standard Job Title Code	001
Direct Supervisor	The Secretary General	Job Title Code	14
Accountable To	<ul style="list-style-type: none"> - Communication and Legislations Information Department Head – which falls under the LOB library department - Information Technology Department Head 		
General Objective	Ensure the availability of accurate scientific references and facilitate applicable laws, and build a database and maintain legislative information to speed up the completion of the tasks entrusted to the Bureau. Enhance communication and increase awareness about the vision, role and objectives of the Bureau, compile information of a legal nature and program and stored such information according to the latest methods and the establishment of a legal library.		

Functions & Duties:

Technical Duties:

1. Ensure the documentation of legislative information and all legislation in the Kingdom, and their dissemination, classification and indexing accurately and efficiently, and making it available for those concerned with such legislations, taking into account the easiness with which they can be accessed.
2. Follow up the establishment and development of an electronic and paper legal library that is sophisticated and rich and follow up on its contiguous updating.
3. Ensure the development of the Bureau's website and constantly update it and maintain it.
4. Supervise the building of an extensive network of contacts with the media and work as a liaison between the Bureau and the media.
5. Oversee the development of a strategy for the management of information technology and draw up time-bound implementation plans.
6. Ensure coordination with other agencies to provide legal references and required information such as regular courts and the Ministry of Justice.
7. Supervise the provision of technical support to Bureau staff with respect to programs and equipments.
8. Ensure the preparation of programs and the development of information systems and the necessary software and their updating.
9. Carry out any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work

Management / Administrative Duties:

1. Take part in developing the strategic plans and setting the strategic objectives of the Bureau.
2. Prepare the implementation plans pertinent to the directorate's work, and endorse the work plans and programs of the sections and departments falling under it, and supervise their implementation.
3. Prepare the directorate's financial budget such that is results based and is directed towards supporting the attainment of the directorate's objectives and work plans.

Description of the Main Functions and Duties of Each Directorate

4. Supervise the proper implementation of the functions and activities of the sections and departments and submit periodic progress and achievements reports.
5. Develop work policies and procedures, upgrade the performance level of subordinates and provide them with guidance and direction, develop their skills and competencies and evaluate their work.
6. Establish an appropriate administrative and organizational environment and provide appropriate material and moral means to motivate employees to be proactive and contribute creatively.
7. Coordinate communication channels between the directorate and the rest of the directorates and work and developing such channels.

Job Relations:

Internal:

- The Secretary General.
- Advisors, assistant advisors, legislations researchers and LOB staff.

External:

- Ministry of Justice and courts.
- The company which designed and developed the web site of the Bureau.
- Relevant IT and software programming companies having dealings with the Bureau and its work.
- IT and computer hardware and equipments companies as we as entities providing maintenance services.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications		
Basic / Required:	- First university degree (BA) in the fields of media and journalism or communications or a related field as a minimum.	
Desired:	- Second university degree (MA) in the required fields of specialization.	
Practical Experience		
Basic / Required:	- A minimum of 10 years of experience in the fields of communication, public relations, media and journalism.	
Desired:	- Practical experience in the field of information technology and the development of Web sites. - Practical experience in the field of developing media and communications strategies.	
Technical Knowledge & Skills	- Knowledge of the Bureau's general strategic direction and orientation. - Knowledge of the Bureau's communication strategies. - Full knowledge of audiovisual and print media tools. - Full knowledge of conduct and behavior protocols and public relations. - Knowledge of websites management systems. - Knowledge of legislation governing the work of the bureau.	
Administrative Knowledge & Skills	Leadership Skills	- Comprehensive vision and strategic planning. - Assess and evaluate the performance of subordinates objectively and fairly. - Develop the qualifications and skills of subordinates and provide an appropriate learning environment. . - Promote and encourage positive trends at work. - Work efficiently and competently under pressure.
	Knowledge Level in the Field of Work	- Deep and strategic understanding of the field of work. - Knowledge of the high level directions and policies in the field of the Bureau's work. - Knowledge of modern advancements and methodologies in the field of work.
	Effective Communication Skills	- Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations. - Good human relations skills.
	Decision Making and Problem Solving	- Put forward alternative solutions and solve problems in the best way possible. - Quick thinking and effective handling of issues under work pressure.

Description of the Main Functions and Duties of Each Directorate

Personality Traits		<ul style="list-style-type: none"> - Demonstrate initiative in providing solutions to deal with any emergency. - Ability to understand complex issues and explain them to the concerned subordinates. - Make decisions on the basis of a balanced and well thought out opinion for the situation, and the ability to determine the best options available.
	Ability to Hold People Accountable	<ul style="list-style-type: none"> - Continuous monitoring of the work and activities of subordinates and document observations, and hold regular meetings for said purpose. - Apply reward and punishment systems in holding staff accountable. - Provide written and verbal feedback to staff.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email.
	Proficient Knowledge of English	<ul style="list-style-type: none"> - Good knowledge of the English language, both written and spoken, and knowledge of legal terms. - Report writing and correspondences writing skills in English.
	<ul style="list-style-type: none"> - Ability to work competently under pressure. - Attention to detail and high level of work accuracy. - Possesses integrity and good work ethics. - Ability to work in a team. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Documentation / Archiving & Information Technology		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Department Head	Group Code	06
Job Title	Administrative Affairs Department Head	Level Code	2
Job Code No.	102 1 06 2 001 15	Standard Job Title Code	001
Direct Supervisor	Director of the Communications and Information Technology Directorate	Job Title Code	15
Job Title	Communications and legislations information department head.		
Accountable To	<ul style="list-style-type: none"> - Communication and public relations specialist . - Third level data entry / typist. - Librarian. 		
General Objective	Documentation and dissemination of all legislation as well as classify, index and constantly update them, develop a legal library, and update the website of the Bureau.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Oversee the documentation and dissemination of all legislation, and their classification, indexing and updating constantly on the website pertinent to Jordanian legislation after its publication in the Official Gazette and make available to those interested accurately, efficiently and in a timely manner. 2. Establish an advanced legislative and legal electronic and paper library. Index and classify the library's content and make available jurisprudence and legislation references and related social science books and periodicals, and sustain the library and update it on an ongoing basis. 3. Build a modern legal database for said purpose collect, classify and document specialized legal studies and researches and decisions relevant to the Bureau in coordination with legislations panels. 4. Coordinate with those concerned at the Bureau to make available new legal books and electronic references and material related to legislations among others. Also, make available necessary equipments for conducting web search and provide those interested with the address of relevant websites. 5. Prepare a comprehensive media plan for the Bureau and identify the target audience / groups and supervise its implementation and assessment. 6. Ensure the building of an extensive network of contacts with the media and work as a liaison between the Bureau and the media. 7. Ensure the monitoring of the various media to identify, analyze and document news related to the work of the Bureau. 8. Supervise the management of events held by the Bureau in terms of logistics and media coverage in coordination with relevant parties at the Bureau. 9. Supervise the process of updating the Bureau's website technically and in terms of design through coordinating with those concerned at the IT department. 			

Description of the Main Functions and Duties of Each Directorate

10. Carry out any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Develop the department's work plans and take part in preparing the work plans and programs related to the directorate's activities.
2. Prepare periodic and non periodic reports related to work performance and achievements level of the department and submit them to concerned entities.
3. Supervise the performance of subordinates and the implementation of the department's activities per endorsed work plan, and distribute work among employees reporting to the incumbent.
4. Identify problems relating to work and subordinates, and take necessary action to provide a positive working environment and develop the performance of staff that report to the incumbent and appraise their performance.
5. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures of the department.
6. Perform any tasks assigned by the incumbent's direct supervisor and which fall within the scope of the department's work.

Job Relations:

Internal:

- The Secretary General.
- Advisors, assistant advisors, legislations researchers and LOB staff.

External:

- Press and media institutions / the various media entities.
- Entities concerned with providing event management and planning services including event halls, hotels among others.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	- A university degree in media, communication, public relations or any related field as a minimum.								
Desired:	- Second university degree (MA) in media and communications.								
Practical Experience									
Basic / Required:	- A minimum of six years of experience in the related field of work as a minimum.								
Desired:	<ul style="list-style-type: none"> - Experience in developing and implementing plans to raise awareness and enhance communication. - Experience in management and organization of official events. - Experience in building a network of communications with the media. 								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of the endorsed procedures and instructions relating to the incumbent's work. - Full knowledge of the Bureau's general media policies and orientations. - Full knowledge of conduct and behavior protocols and public relations. - Full knowledge of audiovisual and print media tools. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; background-color: #000080; color: white;">Supervisory Skills</td> <td> <ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work. </td> </tr> <tr> <td style="background-color: #000080; color: white;">Technical Knowledge in the Field of Work</td> <td> <ul style="list-style-type: none"> - Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc. </td> </tr> <tr> <td style="background-color: #000080; color: white;">Problems Analysis and Solving Skills</td> <td> <ul style="list-style-type: none"> - Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency. </td> </tr> <tr> <td style="background-color: #000080; color: white;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations. </td> </tr> </table>	Supervisory Skills	<ul style="list-style-type: none"> - Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work. 	Technical Knowledge in the Field of Work	<ul style="list-style-type: none"> - Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc. 	Problems Analysis and Solving Skills	<ul style="list-style-type: none"> - Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency. 	Communication Skills	<ul style="list-style-type: none"> - Professional and business writing skills and effective communication abilities, both written and spoken. Ability to proficiently hold dialogue with the director, subordinates, units and the planning committee. - Advanced listening and comprehension skills. - Ability to relay concepts, principles and ideas using appropriate communication means. - Effective expertise and skills in preparing and delivering presentations.
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Description of the Main Functions and Duties of Each Directorate

		<ul style="list-style-type: none"> - Good human relations skills.
	Teamwork and Cooperation Skills	<ul style="list-style-type: none"> - Encourage and promote teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage work teams. - Encourage communication among staff from different units and departments.
	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Mastery of the English language, both written and spoken.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Proficient use of applications required for the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Ability to work competently under pressure. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. - Ability to work in a team. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Information and Communications Technology Directorate (ICT)		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 3	Category Code	1
Standard Job Title	Third level Communications and Public Relations Specialist	Group Code	06
Job Title	Third level human resources management and development specialist	Level Code	3
Job Code No.	102 3 06 3 009 16	Standard Job Title Code	009
Direct Supervisor	Communication and Legislations Information Department Head	Job Title Code	16
Accountable To	N / A		
General Objective	Enhance communication and increase public awareness about the vision, role and objectives of the Bureau, and coordinate all public relations functions, manage the website in terms of design and content, and enhance internal communication channels, and prepare and carry out the logistical arrangements for events organized by the Bureau.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Enhance communication and increase public awareness about the vision, role and objectives of the Bureau as well as its main achievements and future plans. 2. Assist the Head of the Department in the preparation of the media plan, identifying target groups and implementing the plan. 3. Develop and unify media and communication messages issued by the Bureau. 4. Initiate making news and media coverage of events, prepare and disseminate information materials issued by the Bureau such as news releases, articles, statements and press releases. 5. Build an extensive network of contacts with the media and work as a liaison between the Bureau and the media, including newspapers, magazines, radio, television and coordinate with them to attend special events and meetings in the aim of reaching out to all categories and target segments. 6. Respond to all journalists and media inquiries, and keep them informed of all the latest developments. 7. Activate internal communication channels at the Bureau, both horizontal and vertical. 8. Monitor various media to identify, analyze and document news related to the work of the Bureau, and to keep the Bureau staff informed of events and developments through the daily press report. 9. Prepare a brief about the Bureau and its role and activities, as well as periodicals covering accomplishments, events and activities organized by the Bureau. Develop and design leaflets and publications to educate citizens and target groups in a simple and understandable form and submitted such material to the department head. 10. Prepare and implement logistical arrangements for events organized by the Bureau. 11. Modernize and develop the website of the Bureau technically and in terms of design in coordination with the Department of Information Technology and the Legislation and Consultation Follow Up Office for this purpose. 12. Develop an effective mechanism to answer questions through the website - feedback service - and to 			

Description of the Main Functions and Duties of Each Directorate

answer respond to such questions and inquiries, in coordination with relevant bodies and directorates

1. Carry out any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB staff.

External:

- Local and international media institutions.
- Delegates of the various media organizations.
- Public administration institutions and regulatory and supervisory bodies.
- Hotels and organizations involved in planning and organizing official events.
- Governmental and academic institutions, civil society organizations and beneficiaries and stakeholders.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree (BA) in media and journalism or administrative sciences as a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree (MA) in media and journalism. 										
Practical Experience											
Basic / Required:	4 years of practical experience in the field of journalism and media after having obtained the first university degree.										
Desired:	<ul style="list-style-type: none"> - 6 years of specialized experience in the field of required work. - Experience in the preparation of communication strategy. - Experience in the field of event planning and management. - Experience in the preparation of public awareness and education programs. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of the endorsed procedures and instructions relating to the incumbent's work. - Full knowledge of the Bureau's general media policies and orientations. - Full knowledge of the Bureau's general communications and public relations strategies. - Full knowledge of conduct and behavior protocols and public relations. - Full knowledge of audiovisual and print media tools. - Knowledge of web sites management and administration systems. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Communication Skills</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. </td> </tr> <tr> <td style="padding: 5px;">Logical Reasoning and Analysis Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. 	Logical Reasoning and Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English.
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Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Appropriate appearance. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. 										

Description of the Main Functions and Duties of Each Directorate

- Ability to work in a team.

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Information and Communications Technology Directorate (ICT)		
Category	First		
Job Category	Other Jobs	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Third Level Librarian	Group Code	04
Job Title	Third level human resources management and development specialist	Level Code	3
Job Code No.	102 1 04 3 023 13	Standard Job Title Code	023
Direct Supervisor	Communications and Legislations Information Department Head	Job Title Code	13
Accountable To	- N/A		
General Objective	Manage and update the Bureau's electronic and paper library and put in place an appropriate system for lending books and using the facilities of the library.		

Functions & Duties:

Technical Duties:

1. Develop a plan to establish an advanced electronic and paper legal library that include objectives and time frame and financial and logistical resources required and submit it to the Head of Department for approval.
2. Indexing books, articles and periodicals, classify and provide jurisprudence and legal references and relevant social science, and sustain the library and update its content on an ongoing basis.
3. Build a modern legal database, and to this end, collect, classify and document studies and specialized legal research and the relevant decisions, in coordination with the legislative bodies and those concerned with information technology.
4. Coordinate with the IT department to computerize library procedures and the indexing and classification of books and references in a way that makes it easy to retrieve them and refer to them.
5. Prepare and update the necessary manual and computerized records pertinent to the lending of references and their retrieval for staff and those requesting the references.
6. Continuously stay abreast with latest releases of books, periodicals, magazines and legal references as well as judicial and administrative references related to the work of the Bureau and make them available and seek the opinion of legal advisers and researchers working in the bureau for the enrichment of the library.
7. Identify the library needs of necessary books and publications, prepare lists of electronic and physical legal references, materials and websites and other related subjects and submit it to the Head of Department for necessary action.
2. Work towards providing the necessary hardware to search through the Internet and provide those concerned with the addresses of relevant websites.
3. Apply public safety terms to safeguard to the contents of the library from tear and fire, and maintain books, publications and journals in good condition.
4. Perform regular inventory check of the content of the library and match and update records per the actual physical count, and follow up on rented out books with relevant bodies.
5. Carry out any tasks assigned by the Head of the Department and which fall within the scope of the

Description of the Main Functions and Duties of Each Directorate

incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB staff.

External:

- Local and international media institutions.
- Delegates of the various media organizations.
- Public administration institutions and regulatory and supervisory bodies.
- Hotels and organizations involved in planning and organizing official events.
- Governmental and academic institutions, civil society organizations and beneficiaries and stakeholders.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree (BA) in media and journalism or administrative sciences as a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree (MA) in media and journalism. 										
Practical Experience											
Basic / Required:	4 years of practical experience in the field of journalism and media after having obtained the first university degree.										
Desired:	<ul style="list-style-type: none"> - 6 years of specialized experience in the field of required work. - Experience in the preparation of communication strategy. - Experience in the field of event planning and management. - Experience in the preparation of public awareness and education programs. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Full knowledge of the endorsed procedures and instructions relating to the incumbent's work. - Full knowledge of the Bureau's general media policies and orientations. - Full knowledge of the Bureau's general communications and public relations strategies. - Full knowledge of conduct and behavior protocols and public relations. - Full knowledge of audiovisual and print media tools. - Knowledge if web sites management and administration systems. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. </td> </tr> <tr> <td>Logical Analysis and Reasoning Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Appropriate appearance. - Attention to detail and high level of work accuracy. 										

Description of the Main Functions and Duties of Each Directorate

- Integrity and good work ethics.
- Ability to work in a team.

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Information and Communications Technology Directorate (ICT)		
Category	Second		
Job Category	Technical Jobs	Job Type Code	102
Level	Level 3	Category Code	2
Standard Job Title	Data entry / level 3	Group Code	05
Job Title	Data entry / typist – level 3	Level Code	3
Job Code No.	102 2 05 3 003 02	Standard Job Title Code	003
Direct Supervisor	Communications and Legislations Information Department Head	Job Title Code	02
Direct Supervisor	Communications and Legislations Information Department Head		
Accountable To	N / A		
General Objective	Enter all data and information related to laws and regulations to the database of Jordanian legislation accurately, efficiently and in a timely manner, and save and indexed them and make them available upon request.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Enter all the laws and regulations, the new one and amended ones as well as any related addendums or instructions, to the database of Jordanian legislation and update the website and ensure their accuracy, formatting, and free of typographical errors in a timely manner. 2. Enter or type any materials, data and other information required by the department. 3. Extract the required reports on Jordanian legislation and annexes and addendums or any of the data entered. 4. Index and tabulate the data and information entered into a computer to facilitate the process of retrieval on demand. 5. Make backup copies of legislation, information and data entered on the computer and maintain the confidentiality of data and information. 6. Follow-up adjustments and developments in the techniques for building databases and the Jordanian legislation website and any changes to the work of the bureau related to the updating of legislation on the legislation database. 7. Carry out any tasks assigned by the Head of the IT Department and which fall within the scope of the incumbent's work. 			
Management / Administrative Duties:			
<ol style="list-style-type: none"> 1. Prepare work related reports as necessary and required. 2. Keep all work related data, documents and records. 			
Job Relations:			
Internal:			
<ul style="list-style-type: none"> ▪ Communications and Legislations Information Department staff. 			

Description of the Main Functions and Duties of Each Directorate

External:

- Members of the Legal Ministerial Committee.
- Entities invited to attend the Legal Ministerial Committee meetings.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	<ul style="list-style-type: none"> ▪ Diploma in programming, secretarial work or office management or in a related discipline. 								
Desired:	<ul style="list-style-type: none"> ▪ N / A 								
Practical Experience									
Basic / Required:	Two years of experience in the field of automation and data entry.								
Desired:	Practical experience in data entry and typing.								
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Familiarity with data entry methods and techniques. - Good knowledge of the electronic website that includes all Jordanian legislation. - Knowledge of work processes and procedures of the bureau. 								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication Skills</td> <td> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good interpersonal skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English.
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	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 							
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Knowledge of the English language, both written and spoken. - Report writing and correspondences writing skills in English. 								
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Integrity and good work ethics. - Maintain the confidentiality of documents and information. - Ability to work in a team. 								

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Documentation / Archiving and Information Technology		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Department Head	Group Code	06
Job Title	Information Technology Department Head	Level Code	2
Job Code No.	102 1 06 2 001 16	Standard Job Title Code	001
Direct Supervisor	Director of the Communications and Information Technology Directorate	Job Title Code	16
Accountable To	<ul style="list-style-type: none"> - Second level data bases specialist / programmer - Second level IT technical support. 		
General Objective	Develop, coordinate and supervise the technical infrastructure and which forms the basis for the automation and computerization of the Bureau's work, and provide the necessary IT hardware and software that facilitates the work of the Bureau.		

Functions & Duties:

Technical Duties:

1. Analyze requirements for the preparation of the internal network, and design the network infrastructure, evaluate the software and hardware requirements for the work of the internal network, and make sure to monitor and maintain the effectiveness of the internal network in the Bureau and maintenance of all software and hardware.
2. Supervise the preparation of IT hardware specifications of PCs, printers and other equipment necessary for the work of the bureau, and ensure that they are made available.
3. Oversee the process of determining the technical requirements of the programs and computerized systems and databases required for the proper functioning of the Bureau.
4. Ensure the effective functioning of software, hardware and systems used in the Bureau, and oversee their maintenance and safety and keep backup copies of them and make any necessary adjustments.
5. Ensure the protection of systems, software and databases in the Bureau from loss or tampering, viruses or misuse.
6. Ensure the effectiveness of the work of information technology equipment and oversee the follow-up maintenance contracts related to them.
7. Supervise the provision of technical support to staff of the Bureau with respect to programs, systems and devices, and provide the necessary training for the staff on the application and use of the different computerized programs and applications.
8. Supervise the implementation of the national e - government program related to the work of the Bureau and ensure fulfillment of all pertinent requirements.
8. Technical supervision of the Bureau's website and its maintenance.
9. Carry out any tasks assigned by the Secretary General and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Develop the department's work plans and take part in preparing the work plans and programs related to the directorate's activities.

Description of the Main Functions and Duties of Each Directorate

2. Prepare periodic and non periodic reports related to work performance and achievements level of the department and submit them to concerned entities.
3. Supervise the performance of subordinates and the implementation of the department's activities per endorsed work plan, and distribute work among employees reporting to the incumbent.
4. Identify problems relating to work and subordinates, and take necessary action to provide a positive working environment and develop the performance of staff that report to the incumbent and appraise their performance.
5. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures of the department.
6. Perform any tasks assigned by the incumbent's direct supervisor and which fall within the scope of the department's work.

Job Relations:

Internal:

- The Secretary General.
- Advisors, assistant advisors, legislations researchers, and LOB staff.

External:

- The company which designed and developed the web site of the Bureau.
- Relevant IT and software programming companies having dealings with the Bureau and its work.
- IT and computer hardware and equipments companies as we as entities providing maintenance services.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications									
Basic / Required:	- First university degree in computer sciences, computer engineering, or any other related field.								
Desired:	- Masters degree in computer sciences and IT. - Preference is for holders of one of the following professional certifications: MCSE, CCNP, CCNA, MCSA and DBA.								
Practical Experience									
Basic / Required:	- A minimum of 8 years of relevant experience related to the required field of work.								
Desired:	- Practical experience in building and developing data bases. - Practical experience in preparing specifications, appraising and evaluating offers submitted through the tendering process related to information technology.								
Technical Knowledge & Skills	- Excellent and sophisticated knowledge of information technology systems and modern communications. - Knowledge of Virtualization technology and devices and their management. - The ability to oversee database staff, networks staff, operation and server support.								
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; background-color: #000080; color: white;">Supervisory Skills</td> <td>- Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work.</td> </tr> <tr> <td style="background-color: #000080; color: white;">Technical Knowledge in the Field of Work</td> <td>- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.</td> </tr> <tr> <td style="background-color: #000080; color: white;">Problem Solving and Analysis Skills</td> <td>- Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency.</td> </tr> <tr> <td style="background-color: #000080; color: white;">Communication Skills</td> <td>- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.</td> </tr> </table>	Supervisory Skills	- Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Acceptance of comments of feedback of supervisors and ability to provide said feedback to subordinates. - Promote and encourage positive trends at work.	Technical Knowledge in the Field of Work	- Knowledge in the area of implementing human resources policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.	Problem Solving and Analysis Skills	- Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency.	Communication Skills	- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.
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Problem Solving and Analysis Skills	- Put forward solutions based on adequate studies and prepare for the decision making process and provide alternative options to address work problems and challenges. - Quick thinking and effective problem solving under work pressure. - Initiate the provision of solutions to address any emergency.								
Communication Skills	- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.								

Description of the Main Functions and Duties of Each Directorate

Teamwork and Cooperation Skills	<ul style="list-style-type: none"> - Encourage and promote teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage work teams. - Encourage communication among staff from different units and departments.
	<ul style="list-style-type: none"> - High level of Arabic language proficiency. - Competent knowledge of both written and spoken English,
	<ul style="list-style-type: none"> - Proficient use of applications necessary for the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Ability to work competently under pressure. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. - Ability to work in a team.

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Information and Communications Technology Directorate (ICT)		
Category	First		
Job Category	Technical Jobs	Job Type Code	102
Level	Level 3	Category Code	1
Standard Job Title	Second Level Programmer	Group Code	05
Job Title	Second level databases programmer / specialist	Level Code	2
Job Code No.	102 1 05 2 003 03	Standard Job Title Code	003
Direct Supervisor	Information Technology Department Head	Job Title Code	03
Accountable To	- N / A		
General Objective	Prepare and develop databases pertinent to the various applications adopted at the Bureau.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Determine the technical needs and requirements of the Bureau in terms of programs and automated systems and databases, and determine the nature, specifications and the structure of the required software based on the nature and details of the information, the methods of its usage, and the objective of its presence, and analyze and design elements and key fields that must be available in these programs. 2. Prepare the necessary test data to test the programs, and test them using the different administrative access authority verify programming work and storage functions. 3. Perform maintenance for the software, systems and hardware deployed at the Bureau and maintain their safety and security, and keep backup copies and make any necessary adjustments. 4. Prepare the specifications of IT hardware (computers and printers) needed by the Bureau and submit them to Department Head. 5. Study databases necessary for the work of the bureau and according to the requirements of users with regard to computer application and develop the necessary technical specifications to buy them in coordination with the relevant bodies and directorates. 6. Coordinate with companies that specialize in the design of databases to prepare and design a data prototype that describes the data elements and how it will be used, and identify ways to protect data and databases and their uses. 7. Determine the necessary means to protect the systems, software and databases at the Bureau from loss or tampering as well as viruses and misuse. 8. Follow up on IT hardware maintenance contracts. 9. Participate in the evaluation committees and study technical proposals submitted for the implementation of projects to build information systems, software and databases for the Bureau, in addition to participating in technical committees concerned with inspecting and receiving items on behalf of the Bureau. 10. Prepare technical and operational manuals, including the user's guides. 11. Implement, update and follow up on the national e - government program related to the work of the Bureau in coordination with the Ministry of Information and Communication Technology (MoICT). 12. Perform technical maintenance of the Bureau's website. 13. Carry out any tasks assigned by the Head of the Department and which fall within the scope of the incumbent's work. 			

Description of the Main Functions and Duties of Each Directorate

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB staff.

External:

- The company which designed and developed the web site of the Bureau.
- Relevant IT and software programming companies having dealings with the Bureau and its work.
- IT and computer hardware and equipments companies as we as entities providing maintenance services.

Description of the Main Functions and Duties of Each Directorate

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Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree (BSc) in computer science as a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree (MSc) in computer science. 										
Practical Experience											
Basic / Required:	8 years of practical experience in the field of programming after obtaining the first university degree. Incumbents will fall into any of the following levels: fifth - third										
Desired:	– 10 years of specialized experience in the field of the required work.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> – Skills in programming languages and design and development of websites from a technical standpoint. – Proficiency in computer applications, programming and management of information systems and networks. – Practical experience in building databases. – Experience in preparing specifications, appraising and evaluating offers submitted through the tendering process related to information technology. – Knowledge of computers protection and security systems. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Knowledge of Work and Work – Related Developments</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> – High level of technical knowledge in the fields of computer programming and databases. – Knowledge of modern developments and methodologies in the field of work. – Knowledge of workflow and procedures. – Employment of the necessary technical skills to perform the work. – Ability to work without supervision. </td> </tr> <tr> <td style="padding: 5px;">Prioritization Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> – Events coordination and organization skills according to priority and importance... </td> </tr> <tr> <td style="padding: 5px;">Communication Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively under different circumstances, particularly under pressure. – Good interpersonal skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> – Continuous education and pursuit of opportunities for self development. – Learn from mistakes and feedback and rectify behavior accordingly. – Continuous pursuit of excellence and performance enhancement. </td> </tr> <tr> <td style="padding: 5px;">Proficient Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> – Proficiency in English language, both written and spoken. </td> </tr> </table>	Knowledge of Work and Work – Related Developments	<ul style="list-style-type: none"> – High level of technical knowledge in the fields of computer programming and databases. – Knowledge of modern developments and methodologies in the field of work. – Knowledge of workflow and procedures. – Employment of the necessary technical skills to perform the work. – Ability to work without supervision. 	Prioritization Skills	<ul style="list-style-type: none"> – Events coordination and organization skills according to priority and importance... 	Communication Skills	<ul style="list-style-type: none"> – Ability to communicate and express ideas easily and effectively under different circumstances, particularly under pressure. – Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> – Continuous education and pursuit of opportunities for self development. – Learn from mistakes and feedback and rectify behavior accordingly. – Continuous pursuit of excellence and performance enhancement. 	Proficient Knowledge of English	<ul style="list-style-type: none"> – Proficiency in English language, both written and spoken.
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Proficient Knowledge of English	<ul style="list-style-type: none"> – Proficiency in English language, both written and spoken. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Ability to work competently under pressure. - Appropriate appearance. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. - Ability to work in a team. 										

Description of the Main Functions and Duties of Each Directorate

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Information and Communications Technology Directorate (ICT)		
Category	First		
Job Category	Technical Jobs	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Second Level Technician	Group Code	05
Job Title	Third Level IT technical Support Technician	Level Code	2
Job Code No.	102 1 05 2 010 04	Standard Job Title Code	010
Direct Supervisor	Information Technology Department Head	Job Title Code	04
Accountable To	- N / A		
General Objective	Provide technical support related to computer hardware and equipments, and perform corrective and preventive maintenance of said devices and accessories in addition to performing maintenance work for software programsn deployed at the Bureau.		

Functions & Duties:

Technical Duties:

1. Perform emergency maintenance for computers used by employees and their accessories (computers printers, scanners, etc ...) deployed at the Bureau, according to the adopted methodology and mechanisms.
2. Perform emergency maintenance for software programs deployed at the Bureau, according to the adopted methodology and mechanisms.
3. Participate in the preparation and organization of periodic preventive maintenance plans for computers and related accessories used by employees as well as the automated systems deployed at the Bureau, and follow up their implementation.
4. Follow-up on the proper technical implementation of maintenance services provided under maintenance contracts for the Bureau's IT hardware (computers, printers, etc. ..), and report on the performance of suppliers of those services and submit them to the Head of Department for appropriate action.
5. Prepare, install and operate new equipment related computers and network, and ensure the process of transferring information from old computers to new ones in case of replacement, and write off all of the information from the old hardware to the substituted ones after duly keeping copies of them.
6. Prepare, install and operate all new IT devices, equipment and networks, and make sure the process of transferring information from old computers for the new replacement in the event, and write off all of the information from existing systems to our web site after you save the copies duly
7. Make available electronic communications means for all staff through providing them with email addresses and internet access and provide them with the necessary training to use emails competently and effectively.
8. Follow up the process of opening web access accounts for concerned officials and staff as well as email accounts, and supervise the process of cancellation of said accounts for former staff.
9. Maintain the integrity of computer equipments at the Bureau and protect them from viruses, damage or

Description of the Main Functions and Duties of Each Directorate

other types of failure and supervise their repair and maintenance.

10. Assess IT equipments deployed at the LOB and develop a report about their status and functionality.
11. Develop and update records and inventory lists of all information technology equipment at the LOB including their numbers, locations and details related to maintenance and maintenance dates.
12. Carry out any tasks assigned by the Head of the IT Department and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB staff.

External:

- IT and software development companies with relevant dealings with the LOB.
- IT and computer hardware and equipments companies as we as entities providing maintenance services.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree (BA) in computer sciences as a minimum. 										
Desired:	<ul style="list-style-type: none"> ▪ N / A 										
Practical Experience											
Basic / Required:	Four years of practical experience in the required field of work after obtaining a first university degree.										
Desired:	<ul style="list-style-type: none"> - Specialized expertise in the area of providing technical assistance and support. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of endorsed and adopted software applications and operating systems. - Knowledge of the use of computer and IT equipment maintenance and protection - Knowledge of the specifications of computers used by employees and related accessories as well as their maintenance methods. - Ability to identify technical problems and solve them. - Develop and apply preventive maintenance plans. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Knowledge of Work and Work Related Developments and Advancements</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - High level of technical knowledge in the field of maintenance of networks and servers. - Knowledge of modern developments and methodologies in the field. - Knowledge of workflow and procedures. - Employment of the necessary technical skills to perform the work. - Ability to work without supervision. </td> </tr> <tr> <td style="padding: 5px;">Prioritization Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Events coordination and organization skills according to priority and importance. </td> </tr> <tr> <td style="padding: 5px;">Communication Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively under different circumstances, particularly under pressure. - Good interpersonal skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback and rectify behavior accordingly. - Continuous pursuit of excellence and performance enhancement. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic Language</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Proficiency in English language, both spoken and written. </td> </tr> </table>	Knowledge of Work and Work Related Developments and Advancements	<ul style="list-style-type: none"> - High level of technical knowledge in the field of maintenance of networks and servers. - Knowledge of modern developments and methodologies in the field. - Knowledge of workflow and procedures. - Employment of the necessary technical skills to perform the work. - Ability to work without supervision. 	Prioritization Skills	<ul style="list-style-type: none"> - Events coordination and organization skills according to priority and importance. 	Communication Skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively under different circumstances, particularly under pressure. - Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback and rectify behavior accordingly. - Continuous pursuit of excellence and performance enhancement. 	Proficiency in Arabic Language	<ul style="list-style-type: none"> - Proficiency in English language, both spoken and written.
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Proficiency in Arabic Language	<ul style="list-style-type: none"> - Proficiency in English language, both spoken and written. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tact in dealing with others. - Ability to work competently under pressure. - Appropriate appearance. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. - Ability to work in a team. 										

Issuance date: / /

Description of the Main Functions and Duties of Each Directorate

Signature:

President's Office

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	LOB President's Office		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Section head	Group Code	06
Job Title	Level 2 Office Manager	Level Code	2
Job Code No.	102 1 06 2 002 17	Standard Job Title Code	002
Direct Supervisor	LOB president	Job Title Code	17
Accountable To	<ul style="list-style-type: none"> - Assistant advisor / legislations researcher - Secretary 		
General Objective	Ensure the efficient organization of the office's incoming and outgoing mail, set out the president's priorities and appointments and organize the president's work schedule and meetings, and make available the necessary information, and receive delegations and representatives of relevant entities.		

Functions & Duties:

Technical Duties:

1. Receive issues submitted for review before the President of the Bureau and verify whether they satisfactorily include the necessary data, information and documents and are appropriately arranged according to the adopted procedure and submit them for review by the President.
2. Follow up on the work of specialized committees that convene under the chairmanship of the President, and to this end, prepare all necessary arrangements and issue correspondences to call for meetings, prepare meetings' agenda, and take minutes of meetings as needed.
3. Organize communications and incoming and outgoing mail to the president's office and follow up with concerned authorities and classify correspondences and communications appropriately to make it easier to refer to them when needed.
4. Keep general and confidential files and records of the office in accordance with the approved archiving system.
5. Continuously improve, streamline and simplify work processes and procedures adopted at the office.
6. Provide assistance to the president in relation to the preparation and typing of correspondences, reports and communications.
7. Receive VIP visitors of the Bureau according to the schedule of appointments and daily reminder of the president about his / her work schedule.
8. Coordinate with those concerned at the Bureau for booking at hotels and restaurants, and follow-up on coordination activities related to receptions, meetings and conferences of the President.
9. Follow-up the completion of all necessary arrangements for the President internal and external tours and travels.
10. Daily follow up of new circulars, notices and instructions issued by the office and distribute among those concerned with the decisions issued by the President's office, and follow up on their monthly reports and annual plans of the Bureau's departments and panels.
11. Receive various complaints and notes / comments by phone and in writing and present them for review by the President.
12. Continuous coordination with the director of the secretary general's office and as necessary.
13. Ensure the provision of all support services to the President's office and according to the required

Description of the Main Functions and Duties of Each Directorate

standard in coordination with the administrative affairs department.

14. Carry out any duties assigned by the President of the Bureau and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare office work plans and programs.
2. Supervise the work of subordinates and distribute work among them.
3. Prepare procedures and instructions related to organization of work at the office and continuously improve work methodologies and procedures.

Job Relations:

Internal:

- LOB president
- The Secretary General
- LOB staff as needed

External:

- Visitors having dealings with the LOB.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications		
Basic / Required:	- A minimum of first university degree in administrative sciences.	
Desired:	-	
Practical Experience		
Basic / Required:	A minimum of 8 years of relevant experience.	
Desired:	- Practical experience in office management and administration field.	
Technical Knowledge & Skills	- Knowledge of the general orientation of the Bureau. - Knowledge of professional ethics and principles. - Prepare presentations using MS Power Point - Knowledge of documentation and archiving procedures.	
Administrative Knowledge & Skills	Supervisory Skills	- Ability to plan and distribute work between subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Promote and encourage positive trends at work.
	Technical Knowledge in the Field of Work	- Knowledge of implementing human resource policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)
	Problems Analysis and Solving Skills	- Put forward solutions based on sufficient studies and prepare of the decision-making process and provide alternative options to address problems. - Quick thinking and effective handling of affairs under work pressure. - Demonstrate initiative in providing solutions to deal with any emergency.
	Communication Skills	- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.
	Teamwork and Cooperation Skills	- Encourage and promote teamwork. - Promote dialogue and group discussions among staff. - Ability to lead work teams. - Encourage communication among staff from different departments.

Description of the Main Functions and Duties of Each Directorate

Proficiency in Arabic & English Languages	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills.
		<ul style="list-style-type: none"> - Knowledge of the use of computer applications relevant to the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
Personality Traits	<ul style="list-style-type: none"> - Ability to work competently under pressure. - Appropriate appearance. - Attention to detail and high level of work accuracy. - Integrity and good work ethics. - Ability to work in a team. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	LOB President's Office		
Category	First		
Job Category	Other jobs	Job Type Code	102
Level	Level 1	Category Code	1
Standard Job Title	Assistant Advisor / Legislations Researcher	Group Code	04
Job Title	Assistant Advisor, legislations researcher	Level Code	1
Job Code No.	102 1 04 1 002 08 Assistant Advisor 102 1 04 3 005 11 Legislations Researcher	Standard Job Title Code	002
Direct Supervisor	LOB President's Office Manager	Job Title Code	02
Accountable To	N / A		
General Objective	Provide the required specialized technical assistance with regard to legislation and research projects, studies and legal advice before the President of the Bureau.		

Functions & Duties:

Technical Duties:

1. Review draft legislation before the President of the Bureau and as requested by the President, and the completion of all data and documents requested by the President of the Bureau from concerned authorities.
2. Conduct necessary follow-up for introducing necessary amendments to draft legislation and legal advice by those concerned within the Bureau and according to the written instructions of the president of the Board in this regard.
3. Conduct research and make available relevant case law, jurisprudence, and comparative law and prepare legal studies and jurisprudence as requested by the President of the Bureau and submit them to the office manager.
4. Participate in meetings of the Bureau's President if needed.
5. Make available data, information, statistics and indicators requested by the President of the Bureau in coordination with concerned authorities.
6. Conduct comparative studies of relevant Arab and foreign legislation at the request of the President of the Bureau.
7. Contribute to the formulation of regulatory decisions and instructions that are of a general nature that are referred by the Office of the President of the Bureau.
8. Prepare for conferences, seminars, events and activities relating to the business of the Bureau, based on the assignment of the president of the Bureau.
9. Carry out any duties assigned by the direct supervisor and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

Description of the Main Functions and Duties of Each Directorate

1. Prepare required reports related to the incumbent's work.
2. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB president
- LOB president's office manager
- Relevant LOB staff

External:

- Representatives of the concerned authorities related to the work of the Bureau as requested by the President of the Bureau.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Law (LLB). 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Law (LLM). 										
Practical Experience											
Basic / Required:	<ul style="list-style-type: none"> ▪ 12 years of experience in the practice of legal work at ministries and government departments, or in the judiciary, or practicing law or teaching law in the universities for not less than twelve years after obtaining a first university degree. (For assistant advisor). ▪ 6 years of experience in the practice of legal work or law after obtaining a first university degree, and fills any of the following grades: fifth - third (for legislations researcher). 										
Desired:	<ul style="list-style-type: none"> - Practical experience in the practice of law or in the judiciary. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Good knowledge of legislations in Jordan. - Extensive / thorough knowledge of the articles of the Constitution. - Advanced knowledge in the required field of specialization. - Legislative drafting and writing of legal memoranda skills. - Knowledge of the rules for the explanation of legal text. - Good knowledge of methods of scientific research in the field of legislations and legal affairs. Good knowledge of the use of the Web in said field. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Communication and Negotiations Skills</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Effective communication, negotiations and persuasion skills. - Effective expression and accurate communication of opinions. - Good interpersonal skills. </td> </tr> <tr> <td style="padding: 5px;">Logical Analysis and Reasoning Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Continuous education and development and seeking continuous improvement opportunities. - Ability to learn from mistakes and feedback. </td> </tr> <tr> <td style="padding: 5px;">Use of Computer Applications Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and the portal. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills and knowledge of legal terms. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication and Negotiations Skills	<ul style="list-style-type: none"> - Effective communication, negotiations and persuasion skills. - Effective expression and accurate communication of opinions. - Good interpersonal skills. 	Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and development and seeking continuous improvement opportunities. - Ability to learn from mistakes and feedback. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and the portal. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills and knowledge of legal terms. - Report writing and correspondences writing skills in English.
Communication and Negotiations Skills	<ul style="list-style-type: none"> - Effective communication, negotiations and persuasion skills. - Effective expression and accurate communication of opinions. - Good interpersonal skills. 										
Logical Analysis and Reasoning Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. - Develop alternatives and select the most appropriate ones. 										
Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and development and seeking continuous improvement opportunities. - Ability to learn from mistakes and feedback. 										
Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email and the portal. 										
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Written and spoken English language skills and knowledge of legal terms. - Report writing and correspondences writing skills in English. 										
Personality Traits	<ul style="list-style-type: none"> - Ability to work under pressure and capacity to cope with the demands and requirements of work. - Courtesy and tactfulness when dealing with others. 										

Description of the Main Functions and Duties of Each Directorate

- Integrity and good work ethics.
- Ability to maintain the confidentiality of documents and information.
- Ability to work in a team

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	LOB President's Office		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Second level administrative	Group Code	06
Job Title	Secretary	Level Code	2
Job Code No.	102 1 06 2 003 18	Standard Job Title Code	003
Direct Supervisor	LOB President's Office Manager	Job Title Code	18
Accountable To	- N / A		
General Objective	Record minutes of meeting, type correspondences and any other internal memos, keep files, records and important documents in an easy to retrieve manner, and secure the office's needs of office stationary and administrative services.		

Functions & Duties:

Technical Duties:

1. Receive all faxes, letters and e-mails coming into the Office of the President, duly sort and file them and present them to the office manager and take instructions with regard to replying to communications and delivering said response to the concerned authorities.
2. Prepare all letters, replies and memos issued by the Office of the President and deliver them to the concerned parties by fax or e-mail or regular mail as appropriate.
3. Carryout all necessary typing functions related to the Office of the President, whether in Arabic or English, accurately and in a timely manner.
4. Prepare for the needs of the Secretary General in terms of files and documents for appointments or official meetings and attend the Secretary General's meetings if needed, record minutes of meetings, type them and distribute them and follow up on designated tasks.
5. Organize and keep all records and correspondences going out or coming into the President's office in special files and classify them appropriately in an orderly manner to ensure ease of reference and retrieval at all times.
6. Receive all incoming phone calls and review them with the director thereon and / or transfer them to him / her as well as make calls for him / her and transfer them.
7. Receive visitors in the absence of the office manager as per scheduled meetings and interviews and inform the Secretary General of their arrival as well remind him / her of the appointments outside the Bureau.
8. Maintain the confidentiality of information coming into and going out of the president's office.
9. Carry out any duties assigned by the office manager and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

1. Prepare required reports related to the incumbent's work.

Description of the Main Functions and Duties of Each Directorate

2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.

Job Relations:

Internal:

- The Secretary General
- President's Office Manager
- LOB staff.

External:

- Visitors having dealings with the LOB

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ A minimum of a Bachelor's (first university) degree in administrative sciences.										
Desired:	▪										
Practical Experience											
Basic / Required:	Two years practical experience in the secretarial field after obtaining a first university degree.										
Desired:	- 4 years of specialized experience in the field of the work required.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of how to prepare for meetings, drafting correspondence and arranging appointments. - Knowledge of how to write reports and minutes of meetings. - Knowledge of documents indexing and classification systems. - Knowledge of the laws, regulations and procedures governing the work of the bureau. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Knowledge of Work and Relevant Developments and Advancements</td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> - Knowledge of modern developments and methodologies in the field. - Knowledge of workflow and procedures. - Employment of the necessary technical skills to perform the work. - Ability to work without supervision. </td> </tr> <tr> <td style="padding: 5px;">Priorities Setting</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Events coordination and organization skills according to priority and importance. </td> </tr> <tr> <td style="padding: 5px;">Communication Skills</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. </td> </tr> <tr> <td style="padding: 5px;">Aptitude for Self Improvement and Development</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Continuous learning and development and constantly seek opportunities for improvement. - Ability to learn from one's mistakes and feedback and change behavior accordingly. - Constant search for excellence and performance enhancement. </td> </tr> <tr> <td style="padding: 5px;">Proficiency in Arabic & Good Knowledge of English</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> - Proficiency in Arabic and English, written, spoken and keyboard skills in both languages. </td> </tr> </table>	Knowledge of Work and Relevant Developments and Advancements	<ul style="list-style-type: none"> - Knowledge of modern developments and methodologies in the field. - Knowledge of workflow and procedures. - Employment of the necessary technical skills to perform the work. - Ability to work without supervision. 	Priorities Setting	<ul style="list-style-type: none"> - Events coordination and organization skills according to priority and importance. 	Communication Skills	<ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous learning and development and constantly seek opportunities for improvement. - Ability to learn from one's mistakes and feedback and change behavior accordingly. - Constant search for excellence and performance enhancement. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Proficiency in Arabic and English, written, spoken and keyboard skills in both languages.
Knowledge of Work and Relevant Developments and Advancements	<ul style="list-style-type: none"> - Knowledge of modern developments and methodologies in the field. - Knowledge of workflow and procedures. - Employment of the necessary technical skills to perform the work. - Ability to work without supervision. 										
Priorities Setting	<ul style="list-style-type: none"> - Events coordination and organization skills according to priority and importance. 										
Communication Skills	<ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. 										
Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous learning and development and constantly seek opportunities for improvement. - Ability to learn from one's mistakes and feedback and change behavior accordingly. - Constant search for excellence and performance enhancement. 										
Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Proficiency in Arabic and English, written, spoken and keyboard skills in both languages. 										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Appropriate appearance, - Ability to work competently under pressure. - Attention to details. - Integrity and good work ethics. - Ability to work in a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

The Secretary General Office

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	The Secretary General Office		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Section Head	Group Code	06
Job Title	Second Level Office Manager	Level Code	2
Job Code No.	102 1 06 2 002 21	Standard Job Title Code	002
Direct Supervisor	LOB President	Job Title Code	21
Accountable To	– Secretary		
General Objective	Carryout office work pertinent to the secretary general's office which includes the preparation and follow-up of internal and external correspondence, organizing and prioritizing the secretary general's appointments, meetings and schedule of work, document the proceedings of meetings and get the minutes of meetings duly signed, provide concerned agencies and departments with copies of decisions and instructions issued by the office.		
Functions & Duties:			
Technical Duties:			
<ol style="list-style-type: none"> 1. Oversee the organization and keeping of records and correspondences at the Secretary General's office, both incoming and outgoing, and keep them and classify them in special files in a professional manner to allow for easy and timely retrieval of documents when needed. 2. Ensure that the Bureau's public and confidential records and files are kept according to the approved archiving system. 3. Make sure of all arrangements related to the reception of the Secretary General's visitors according to the dates of the interviews and remind the Secretary General of his / her work schedule. 4. Attend the meetings of the Secretary-General, if necessary, and record minutes of meetings, prepare, coordinate and arrange the agenda and attachments and follow-up the printing and distribution of meeting minutes and documentation of the decisions that emerge from these meetings. 5. Constantly develop work procedures at the Office to streamline them and increase their efficiency. 6. Provide assistance to the secretary general related to the preparation and typing of letter, reports and correspondences. 7. Receive visitors of the Secretary General's Office according to scheduled meetings and remind him / her of such meetings. <ol style="list-style-type: none"> 1. Coordinate with the concerned individuals at the Bureau for booking hotels and tickets related to the Secretary General's travels. 2. Continuous coordination with the office of the president of the Bureau and as needed. 3. Ensure that all support services are provided for the Office of the Secretary General at the required level in coordination with the Administrative Affairs Department. 4. Carry out any duties assigned by the secretary general and which fall within the scope of the incumbent's work. 			

Description of the Main Functions and Duties of Each Directorate

Management / Administrative Duties:

1. Prepare office work plans and programs.
2. Supervise the work of subordinates and distribute work among them.
3. Prepare procedures and instructions related to organization of work at the office and continuously improve work methodologies and procedures.

Job Relations:

Internal:

- The Secretary General
- LOB staff as needed.

External:

- Visitors having dealings with the LOB

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	- A university degree in administrative sciences as a minimum.										
Desired:	-										
Practical Experience											
Basic / Required:	- Minimum of 8 years of experience in the required field of work.										
Desired:	- Practical experience in the field of office management.										
Technical Knowledge & Skills	- Knowledge of the general orientation of the Bureau. - Knowledge of professional ethics and principles. - Prepare presentations using MS Power Point - Knowledge of documentation and archiving procedures.										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; background-color: #000080; color: white;">Supervisory Skills</td> <td>- Ability to plan and distribute work among subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Encourage and strengthen positive trends at work</td> </tr> <tr> <td style="background-color: #000080; color: white;">Technical knowledge in the field of work</td> <td>- Knowledge of implementing human resource policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)</td> </tr> <tr> <td style="background-color: #000080; color: white;">Problem Analysis and Solving Skills</td> <td>- Put forward solutions based on sufficient studies and prepare of the decision-making process and provide alternative options to address problems. - Quick thinking and effective handling of affairs under work pressure. - Demonstrate initiative in providing solutions to deal with any emergency.</td> </tr> <tr> <td style="background-color: #000080; color: white;">Communication Skills</td> <td>- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.</td> </tr> <tr> <td style="background-color: #000080; color: white;">Teamwork and Cooperation Skills</td> <td>- Encourage teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage teams. - Encourage communication between staff from</td> </tr> </table>	Supervisory Skills	- Ability to plan and distribute work among subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Encourage and strengthen positive trends at work	Technical knowledge in the field of work	- Knowledge of implementing human resource policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)	Problem Analysis and Solving Skills	- Put forward solutions based on sufficient studies and prepare of the decision-making process and provide alternative options to address problems. - Quick thinking and effective handling of affairs under work pressure. - Demonstrate initiative in providing solutions to deal with any emergency.	Communication Skills	- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.	Teamwork and Cooperation Skills	- Encourage teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage teams. - Encourage communication between staff from
Supervisory Skills	- Ability to plan and distribute work among subordinates and follow-up on their performance. - Assess and evaluate the performance of subordinates objectively and fairly. - Encourage and strengthen positive trends at work										
Technical knowledge in the field of work	- Knowledge of implementing human resource policies (human resources planning, attracting and recruiting candidates, performance evaluation ... etc.)										
Problem Analysis and Solving Skills	- Put forward solutions based on sufficient studies and prepare of the decision-making process and provide alternative options to address problems. - Quick thinking and effective handling of affairs under work pressure. - Demonstrate initiative in providing solutions to deal with any emergency.										
Communication Skills	- Professional writing and communication skills using written media and conversation, discussion and dialogue with the manager, subordinates, units and the Planning Committee. - Good listening and comprehension skills. - Ability to communicate concepts and ideas using appropriate means. - Possess adequate experience in developing and delivering presentations.										
Teamwork and Cooperation Skills	- Encourage teamwork. - Promote dialogue and group discussions among staff. - Ability to lead and manage teams. - Encourage communication between staff from										

Description of the Main Functions and Duties of Each Directorate

Proficiency in Arabic & English Languages		different departments and sections.
	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Mastery of the Arabic language. - Proficient written and spoken English language skills.
	Personality Traits	<ul style="list-style-type: none"> - Knowledge of computer applications relevant to the job. - Typing skills in both English & Arabic. - Ability to communicate by email.
	<ul style="list-style-type: none"> - Ability to work competently under pressure. - Attention to details and high level of work precision and accuracy. - Integrity and good work ethics. - Ability to work in a team. 	

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	The Secretary General's Office		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Level 2 administrative	Group Code	06
Job Title	Secretary	Level Code	2
Job Code No.	102 1 06 2 003 20	Standard Job Title Code	003
Direct Supervisor	The secretary general's office manager	Job Title Code	20
Accountable To	- N / A		
General Objective	Take minutes of meetings, type correspondence and any other memos and keep records, files and important papers in a manner that is easy to retrieve, and secure office needs of office supplies and administrative services.		

Functions & Duties:

Technical Duties:

1. Receive all faxes, letters and e-mail coming into the Office of the Secretary-General, accurately classify them and submit them to the office manager and take instructions with regard to responses and deliver them to the relevant entities.
2. Prepare all letters, replies and memos issued by the Office of the Secretary General and send them to the concerned authorities by fax or e-mail or regular mail as appropriate.
3. Carry out all typing tasks for the Secretary General's Office accurately and in both Arabic and English and delivered them according to deadlines.
4. Prepare for the needs of the Secretary General in terms of files and documents for appointments or official meetings and attend the Secretary General's meetings if needed, record minutes of meetings, type them and distribute them and follow up on designated tasks.
5. Organize and keep all records and correspondences going out or coming into the secretary general's office in special files and classify them appropriately in an orderly manner to ensure ease of reference and retrieval at all times.
6. Receive all incoming phone calls and review them with the director thereon and / or transfer them to him / her as well as make calls for him / her and transfer them.
7. Receive visitors in the absence of the office manager as per scheduled meetings and interviews and inform the Secretary General of their arrival as well remind him / her of the appointments outside the Bureau.
5. Maintain the confidentiality of all information coming into or going out of the secretary general's office.
6. Carry out any duties assigned by the office manager and which fall within the scope of the incumbent's work.

Management / Administrative Duties:

Description of the Main Functions and Duties of Each Directorate

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.

Job Relations:

Internal:

- The Secretary General
- The Secretary General's Office Manager
- LOB staff

External:

- Visitors having dealings with the LOB

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	▪ First level university degree in administration sciences as a minimum.										
Desired:	▪										
Practical Experience											
Basic / Required:	Two years practical experience in the secretarial field after obtaining a first university degree.										
Desired:	- 4 years of specialized experience in the field of the required work.										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of how to prepare for meetings, draft correspondence and arrange for and organize appointments. - Knowledge of how to write reports and take minutes of meetings. - Knowledge of documents indexing and classification system. - Knowledge of the laws, regulations and procedures governing the work of the Bureau. 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Knowledge of work and work related developments</td> <td> <ul style="list-style-type: none"> - Abreast with modern advancements and developments related to the field. - Knowledge of workflow processes and procedures. - Employment of the necessary technical skills to perform the task. - Ability to work without supervision. </td> </tr> <tr> <td>Priorities setting</td> <td>- Coordination and management skills of tasks and activities and their prioritization according to importance.</td> </tr> <tr> <td>Communication skills</td> <td> <ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback and rectify behavior accordingly. - Continuous pursuit of excellence and performance enhancement. </td> </tr> <tr> <td>Proficiency in Arabic & Good English Languages</td> <td>- Proficiency in Arabic and English languages (conversation, writing and typing)</td> </tr> </table>	Knowledge of work and work related developments	<ul style="list-style-type: none"> - Abreast with modern advancements and developments related to the field. - Knowledge of workflow processes and procedures. - Employment of the necessary technical skills to perform the task. - Ability to work without supervision. 	Priorities setting	- Coordination and management skills of tasks and activities and their prioritization according to importance.	Communication skills	<ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback and rectify behavior accordingly. - Continuous pursuit of excellence and performance enhancement. 	Proficiency in Arabic & Good English Languages	- Proficiency in Arabic and English languages (conversation, writing and typing)
	Knowledge of work and work related developments	<ul style="list-style-type: none"> - Abreast with modern advancements and developments related to the field. - Knowledge of workflow processes and procedures. - Employment of the necessary technical skills to perform the task. - Ability to work without supervision. 									
	Priorities setting	- Coordination and management skills of tasks and activities and their prioritization according to importance.									
	Communication skills	<ul style="list-style-type: none"> - Effective expression and accurate communication of opinions under various circumstances, especially under pressure. - Good interpersonal skills. 									
	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Continuous education and pursuit of opportunities for self development. - Learn from mistakes and feedback and rectify behavior accordingly. - Continuous pursuit of excellence and performance enhancement. 									
Proficiency in Arabic & Good English Languages	- Proficiency in Arabic and English languages (conversation, writing and typing)										
Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Appropriate appearance. - Attention to detail. - Integrity and good work ethics. - Ability to work in a team. 										

Issuance date: / /

Signature:

Description of the Main Functions and Duties of Each Directorate

Internal Audit and Control Unit

Description of the Main Functions and Duties of Each Directorate

Job Description Card

Directorate / Unit	Internal Audit and Control Unit		
Category	First		
Job Category	Administration and Finance	Job Type Code	102
Level	Level 2	Category Code	1
Standard Job Title	Second Level Auditor	Group Code	06
Job Title	Second Level Auditor	Level Code	2
Job Code No.	102 1 06 2 008 19	Standard Job Title Code	008
Direct Supervisor	LOB President	Job Title Code	19
Accountable To	- N / A		
General Objective	Ensure the soundness of administrative procedures and transactions and audit financial and administrative operations of the Bureau to ascertain the effectiveness of its systems and processes and its ability to achieve set objectives in accordance with the laws, regulations and instructions.		

Functions & Duties:

Technical Duties:

1. Ensure compliance with the Bureau's internal control and audit system and ensure its proper and effective implementation.
2. Propose plans to develop administrative and financial control and auditing systems and work on introducing new and sophisticated methods of control.
3. Make sure that all panels and departments carryout administrative and financial functions and procedures properly and in accordance with the financial and administrative policies as well as the legislation that govern the work of the bureau. Monitor and evaluate actual performance rates and compare them to projected rates as set out by said panels and departments and staff and report results pertaining to deficiencies, their causes as well as recommendations and suggestions to rectify them. Prepare periodic and other reports that include the findings and recommendations for improving the performance of the Bureau and continuously enhance its performance and follow up on the implementation of the recommendations.
4. Conduct research and special studies related to work of the Bureau to detect administrative and financial violations and abuses and correct them.
5. Provide advice and opinion on subjects related to administration and finance and participate in audits and investigations pertinent to the functions of the Bureau.
6. Ensure the proper use of human and financial resources and of the Bureau's assets, and ensure the adequate performance of its employees and on the level of effectiveness of the applied administrative procedures and the extent of compliance with the laws, regulations and instructions.
7. Develop a risk management methodology and follow-up its implementation in coordination with all relevant panels, departments and stakeholders. To this end, put the necessary mechanisms to manage and deal with risks, follow-up and evaluate the sources of risk that had negative effects on the Bureau in achieving its vision and objectives, and work on providing the requirements necessary for their follow-up, measurement, and effective monitoring and control.
8. Carry out any tasks assigned by the Department Head and which fall within the incumbent's scope of work.

Management / Administrative Duties:

Description of the Main Functions and Duties of Each Directorate

1. Prepare required reports related to the incumbent's work.
2. Prepare procedures and instructions related to the incumbent's work and continuously improve work methodologies and procedures.
3. Organize and document all work related data and records and keep them in an orderly manner to ensure ease of reference and retrieval at all times.

Job Relations:

Internal:

- LOB president
- The Secretary General
- LOB staff

External:

- Not applicable.

Description of the Main Functions and Duties of Each Directorate

Academic Qualifications											
Basic / Required:	<ul style="list-style-type: none"> ▪ First university degree in Accounting or Business Administration 										
Desired:	<ul style="list-style-type: none"> ▪ Second university degree in Accounting ▪ CPA or CIA certification 										
Practical Experience											
Basic / Required:	4 years experience in financial and administrative affairs after obtaining a first university degree.										
Desired:	<ul style="list-style-type: none"> - Specialized expertise in the field of required work. 										
Technical Knowledge & Skills	<ul style="list-style-type: none"> - Knowledge of legislation governing the Bureau - Knowledge of adopted international Internal Audit standards - Knowledge of quality management basis and principles - Ability to conduct studies and research - Thorough knowledge of report drafting - Knowledge of work procedures adopted at the Bureau 										
Administrative Knowledge & Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Communication skills</td> <td> <ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. </td> </tr> <tr> <td>Logical Analysis Skills</td> <td> <ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. </td> </tr> <tr> <td>Aptitude for Self Improvement and Development</td> <td> <ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. </td> </tr> <tr> <td>Use of Computer Applications Skills</td> <td> <ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. </td> </tr> <tr> <td>Proficiency in Arabic & Good Knowledge of English</td> <td> <ul style="list-style-type: none"> - Good knowledge of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English. </td> </tr> </table>	Communication skills	<ul style="list-style-type: none"> - Ability to communicate and express ideas easily and effectively. - Good listening and comprehension skills. - Good interpersonal skills. 	Logical Analysis Skills	<ul style="list-style-type: none"> - Logical analysis and reasoning abilities and skills. - Creative thinking and innovation skills. 	Aptitude for Self Improvement and Development	<ul style="list-style-type: none"> - Ability to identify areas of self weakness to determine requirements for self improvement and development. - Continuously seeks education and areas and opportunities for development. - Ability to learn from the experiences and expertise of others. 	Use of Computer Applications Skills	<ul style="list-style-type: none"> - Knowledge of the following applications: Word, Outlook, PowerPoint, and Internet browsing. - Typing skills in both English & Arabic. - Ability to communicate by email. 	Proficiency in Arabic & Good Knowledge of English	<ul style="list-style-type: none"> - Good knowledge of the Arabic language. - Written and spoken English language skills. - Report writing and correspondences writing skills in English.
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Personality Traits	<ul style="list-style-type: none"> - Courtesy and tactfulness when dealing with others. - Integrity and good work ethics. - To maintain the confidentiality of documents and information. - Ability to maintain the confidentiality of documents and information. - Ability to work in a team. 										

Issuance date: / /

Signature: