



THE MINISTRY OF EDUCATION (MOE)

Manager of Integration Management Office

Terms of Reference (TOR)

April, 2025

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Ministry of Education

Amman, Jordan

April 2025 – April 2027

1. Background

The Hashemite Kingdom of Jordan has embarked on extensive and ambitious reforms by launching three pathways to modernization: political, economic, and administrative. These visions and strategies have been cascaded into detailed 3-year executive programs with very clear priorities and initiatives assigned to all ministries and government entities. Two of the three pathways, the Economic Modernization Vision and the Public Sector Modernization (PSM), prioritized reforming the education sector to better prepare local talents to meet future skill requirements and enhance their quality of life. More specifically, the Economic Modernization Vision identifies seven critical drivers, one of which being "Smart Jordan", which focuses on education and human development and ties directly to key priorities of the kingdom's leadership. Notable initiatives highlighted under this objective include integrating and unifying the governing bodies of the education system and establishing a single entity specialized in Human Resource Development.

To actualize this vision, the Public Sector Modernization (PSM) roadmap (Link) has specifically addressed restructuring the education sector in Jordan under its "organizational structure and governance" pillar. This roadmap proposes to centralize educational policy-making alongside planning, programming, and educational services to support citizens' lifelong learning trajectories across all phases - from early childhood development and education to primary and secondary education, higher education, and TVET. This will be done through establishing **the Ministry of Education and Human Resources Development (MoEHRD)**, which will have a broader mandate, integrating the mandates of the Ministry of Higher Education and the Vocational Training Corporation.

2. Job Overview

The Manager of the Integration management Office (IMO) will be responsible for overseeing and managing the seamless integration of the Ministry of Higher Education and the Ministry of Education into one Ministry, as well as the establishment of the new Ministry of Education and Human Resources Development with its broader mandate. This high-impact role will serve as the focal point for coordinating all aspects of the integration process, including legal alignment, operating model transformation, organizational change implementation, employee transfers, mandate consolidation, policy harmonization, and technology system integration. The role will ensure that the integration roadmap is effectively executed through third-party vendors and in alignment with government regulations and procurement systems.

3. Key Responsibilities

[A] Strategic Oversight & Leadership

- Act as the primary liaison between the two ministries, VTC and other stakeholders to ensure alignment with the integration roadmap and objectives.
- Lead and oversee the execution of the integration strategy and roadmap, ensuring efficiency, compliance, and smooth transition.
- Provide strategic direction to all workstreams, including legal, organizational, operational, and technological aspects of the integration.
- Serve as the key point of contact for all internal and external stakeholders, including donors and government procurement entities.
- Report directly to the Minister of Education and the Prime Ministry, providing regular updates on progress, risks, and mitigation plans.

[B] Program Management & Execution

- Establish and lead an **Integration Management Office (IMO)** to monitor and control the execution of the integration process.
- Ensure that all integration initiatives adhere to the set timeline, budget, and governance framework.
- Develop and implement **compliance mechanisms** to ensure adherence to execution standards and regulatory requirements.
- Establish and manage **governance frameworks** to oversee project execution and resolve escalations effectively.
- Implement **dashboard and monitoring systems** to track project progress, risks, and key performance indicators in real time.
- Work with third-party vendors to execute key projects and monitor performance to ensure delivery meets quality and contractual obligations.
- Manage risk and issue resolution related to the integration, escalating major concerns to senior leadership as needed.
- Maintain **comprehensive knowledge management and documentation systems** to ensure institutional memory and process continuity.
- Establish **cross-functional working teams** to drive execution, ensuring interdepartmental collaboration and alignment

[C] Legal, Organizational, and Policy Integration

- Supervise legal work to align mandates, roles, responsibilities, and policies between all stakeholders.
- Oversee the development of the two key laws: the Ministry of Education and Human Resources Development Law and the Accreditation and Quality Assurance Commission Law
- Ensure compliance with all regulatory requirements and oversee necessary legislative updates.
- Execute on the transfer of employees, their placement, roles, and responsibilities within the newly integrated ministry.
- Develop and implement operational/legislative frameworks, policies, and procedures to ensure smooth transition and integration.
- Ensure that the new developed ESP is aligned with the new structure of the Ministry.
- Ensure that all external projects/programs are mapped into the new structure

[D] Technology & Systems Integration

- Oversee the integration of digital platforms, IT infrastructure, and data management systems across both ministries.
- Ensure cybersecurity, interoperability, and data protection measures are effectively implemented.
- Coordinate with technical teams and vendors to facilitate system migrations and minimize disruptions.

[E] Financial & Budgetary Control

- Oversee budgeting and financial planning for the integration program.
- Ensure efficient allocation of resources and maintain cost control measures.
- Work within the government procurement system to secure necessary funding and approvals for integration initiatives.

[F] Team Leadership & Development

- Lead and oversee a dedicated team of **3-6 professionals** responsible for different aspects of the integration process.
- Build and develop a high-performing team by hiring, training, and mentoring staff to ensure smooth program execution.
- Foster a collaborative team culture that promotes efficiency, accountability, and problem-solving.

[G] Stakeholder Engagement & Communication

- Engage through DCU with government agencies, donors, and external partners to secure necessary support and funding.
- Engage with internal and external communication efforts to ensure transparency and alignment among all stakeholders.
- Provide clear guidance to ministry teams to address concerns and promote a culture of collaboration.

4. Qualifications & Experience:

- Proven experience (7+ years) in high-level program management, preferably in government, public sector transformation, or large-scale integration initiatives.
- Strong background in **organizational transformation**.
- Demonstrated ability to manage multi-stakeholder projects involving legal, financial, and policy-related aspects.
- Experience with government procurement processes, donor relations, and working within regulatory frameworks.
- Excellent command of **Arabic and English** (spoken and written).
- Strong analytical, negotiation, and problem-solving skills.
- Proven track record of delivering large-scale projects on time and within budget.
- **Preferred background in education or academic consulting within tier 1 firms.**
- Master's degree in public administration, Business Administration, Law, or a related field is preferred.

5. Additional Requirements:

- The candidate must provide a **comprehensive business case** for their own hiring, detailing how their expertise will drive the successful execution of the integration.

6. Key Competencies:

- Leadership and team management
- Strategic planning and execution
- Change management and organizational transformation
- Government and stakeholder relations
- Strong communication and negotiation skills
- Financial and contract management
- Technology and system integration knowledge
- Risk and issue management

- Compliance and governance management
- Project monitoring and evaluation
- Knowledge and documentation management

7. Reporting

The Manager of Integration Management Office will report directly to the Minister of Ministry of Education and will work closely with the Prime Ministry (Public Sector Modernization Implementation Office).

Prepare monthly progress reports and document lessons learned, challenges, and best practices for future improvements.

8. Duration and Location

The assignment is considered as a Full-time job, starting from March 2025 with the possibility of renewal based on performance. The IMO Manager will be based in Amman, Jordan.