Terms of Reference (ToR) for Mid-Level Researcher

The Global Economic Monitor – Jordan’s Report 2024

Background:

The Global Economic Monitor (GEM) Report is a critical publication that provides comprehensive analysis and insights into the global economy. This report requires meticulous data collection, thorough analysis, and precise reporting to ensure accuracy and relevance. The appointed mid-level researcher will support JSF in meeting its roles and responsibilities while serving as the focal point for coordination among various stakeholders and national team members.

Objectives:

✓ To support the national team in data quality assurance.
✓ To ensure effective communication and coordination among all stakeholders.
✓ To assist in drafting the final GEM report.

Key Responsibilities:

1. Data Collection and Analysis:
   - Collect, validate, and compile economic data from various sources.
   - Conduct quantitative and qualitative analyses to interpret economic trends and patterns.
   - Ensure data accuracy and integrity.

2. Stakeholder Coordination:
   - Serve as the primary point of contact between the national team and external stakeholders.
   - Facilitate communication and collaboration among team members and stakeholders.
   - Organize and participate in stakeholder meetings, ensuring follow-ups and timely feedback.

3. Project Management:
   - Develop and maintain project timelines, ensuring all tasks are completed on schedule.
   - Monitor progress and address any issues or delays promptly.
   - Coordinate the workflow and ensure the timely delivery of outputs.

4. Report Drafting and Support:
   - Assist in drafting sections of the GEM report, ensuring clarity, coherence, and accuracy.
   - Compile inputs from various team members into a cohesive final report.
   - Conduct reviews and revisions of the report based on feedback.
5. **Communication:**
   - Prepare and deliver presentations on findings and progress updates.
   - Draft memos, briefs, and other communication materials as needed.
   - Ensure effective dissemination of information among team members and stakeholders.

6. **Administrative Support:**
   - Maintain organized records and documentation.
   - Provide administrative support to the national team as required.

**Education, Experience and Skills Required:**

**Education:**
- Bachelor’s degree in Economics, Econometrics, or related fields; Master’s preferred.

**Experience:**
- 6-9 years in economic research and data analysis.
- Experience with complex data sets and presentations.
- Project management and report drafting.

**Skills:**
- Good Knowledge in STATA or E-views, SPSS, and Microsoft Office.
- Excellent written and verbal English skills
- Effective stakeholder engagement.
- Strong organization, time management, and multitasking abilities.

**Salary Scale:** 1000 - 1300 JoD Monthly

**Assignment location:** Jordan Strategy Forum (JSF)

**Assignment Period:** 8 months starting from August 2024

**Notes:**
- This assignment is for a full-time position.
- Interested applicants must send their CVs to the following email: ahmad.alshwawra@giu.edu.jo
- CVs must be sent by no later than July 10th, 2024
- This assignment is part of a research project funded by The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH, (GIZ), and coordinated by the German Jordanian University (GJU). Thus, the selected applicant will not be considered an official employee of the German Jordanian University.