

## CALL FOR SELECTION

### 2 TRAINING TUTORS RE-BUILD Project – AID 013244/12/7

Associazione Centro ELIS, as partner of the project “Quality Architectural Conservation as an Engine for the Economic Development of Construction and Tourism in Jordan / RE-BUILD” (AID 013244/12/7), co-financed by the Italian Agency for Development Cooperation (AICS) under the 2023 Call for Proposals for Initiatives Promoted by Local Authorities and Civil Society Organizations (and other non-profit entities registered under Article 26, Law no. 125/2014), announces a call for applications to select 2 Jordanian tutors (1 male, 1 female) to be employed in order to support the delivery of training courses (tourism promotion and entrepreneurship courses) to be implemented within the framework of the RE-BUILD Project.

#### Jordan

#### Amman, Karak

#### Petra

### 1. Purpose of the Role

Tutors will support the ELIS Coordinators throughout the delivery of **Tourism Promotion** and **Entrepreneurship** courses, ensuring effective learning, participant engagement and smooth course operations. The role requires a practical, hands-on approach and strong interpersonal skills.

### 2. Main responsibilities

Tutors will support ELIS coordinators, trainers and beneficiaries throughout the course delivery by:

- Assisting participants during and between sessions, acting as a daily point of reference
- Monitoring attendance, participation and overall progress of beneficiaries
- Supporting and reporting to the ELIS Coordinator, ensuring smooth communication among all actors involved
- Supporting the administrative and logistical aspects of course delivery (schedules, materials, classroom organisation)
- Collecting, verifying and sharing attendance records and required documentation
- Identifying and promptly reporting any issues or risks (e.g. absenteeism, drop-out, conflicts)
- Gathering feedback from participants and trainers to support quality monitoring
- Contributing to periodic reporting and overall documentation of the training activities

### 3. Course Structure

#### 3.1. Tourism promotion courses

The following editions are planned (not in chronological order):

- 2 editions of the Hospitality Management Course – Amman and Petra
- 2 editions of the Tourism Management Course – Karak and Petra

Each edition has the following features:

- **Duration:** 160 hours
- **Participants per edition:** 15 beneficiaries
- **Delivery period:** May 2026 to September 2027 (schedule under definition)

### 3.1. Entrepreneurship courses

- Two Editions

Each edition has the following features:

- **Duration:** 200 hours
- **Participants per edition:** 20 beneficiaries
- **Delivery period:** September 2026 to June 2028 (schedule under definition)

### 4. Target Applicants

This call is aimed at young Jordanian professionals who are highly motivated to gain international experience and contribute to a development cooperation project with an Italian partner organisation. Ideal candidates are early-career individuals with a genuine interest in education, eager to grow in a structured, multicultural and project-based environment.

### 5. Admission Requirements

Applications may be submitted by those who, at the date of publication of this call, meet the following requirements:

- **Age:** between 25 and 35 years old
- **English language:** mandatory — a professional working level of English is required for all communications, reporting and interaction with Italian project partners.
- **Arabic language:** Mandatory to manage on-site communication with local counterparts and beneficiaries
- **Equipment:** Availability of a personal computer
- **Academic qualification:** bachelor's or master's degree, or professional diploma.
- **Minimum experience:** at least 6 months of documented experience in a relevant role (tutoring, teaching assistance, business support, community outreach or similar)
- **Digital literacy:** confidence with standard office tools (email, spreadsheets, presentation software) and remote communication platforms
- **Interpersonal skills:** ability to engage and motivate young adult learners, work within a team and manage relationships with multiple stakeholders
- **Motivation** to start or consolidate a professional path in adult education and to exchange best practices and expertise with Italian sector specialists.
- **Availability** part-time commitment over approximately 2 years (May 2026 – June 2028), to cover training courses in the cities of Amman&Karak, or Petra (to be specified at the time of application). *Compatible with other professional activities*
- **Adaptability:** willingness to travel between training locations within Jordan (Amman, Karak, Petra) according to the assigned territory
- **International mindset:** openness to cross-cultural exchange and to working within the framework of an international development project

## 6. Required Documentation

Applicants must submit the following documents:

- Updated curriculum vitae
- Cover letter, including:
  - Relevant professional and academic background
  - Motivation for applying
  - Preferred location (Amman & Karak / Petra)
- Copy of academic qualifications
- Any relevant certificates or references

## 7. How to Apply

All documentation must be sent by email to [rebuild@elis.org](mailto:rebuild@elis.org) no later than **23 April 2026**, with the subject line: *"Tutor Application – [Location] - [Last Name First Name]"*.

Applicants are required to indicate their preferred location(s) among the following:

- Amman-Karak
- Petra

## 8. Selection Process

The selection will take place in two stages:

- **Stage 1** – Document review: assessment of submitted documentation against the admission criteria.
- **Stage 2** – Interview: meeting with ELIS training coordinators.

Evaluation criteria will include:

- Relevance of profile to the role
- Prior experience in the sector
- Motivation and availability
- English language
- In line with the project's gender balance objectives, one position per area will be assigned to a female candidate and one to a male candidate.
- In line with the project's geographical requirements, one position will be allocated to a candidate covering the Amman–Karak area and one position to a candidate covering the Petra area.

## 9. Assignment and Remuneration

The assignment will be formalised through an individual contract between Associazione Centro ELIS and the selected tutor.

- **Type:** Part-time individual assignment
- **Period:** approximately May 2026 – June 2028 (subject to project timeline)

- **Duration:** courses will be delivered within 2 project years in the period May 2026-June 2028. In the contract will be defined the exact location of the training courses. The candidate could express his/her preference in the application stage. Priority will be given to those who will be available throughout the entire period required.
- **Contract type:** Individual assignment
- **Total compensation for the assignment:** € 20,00/hour (twenty/00 euros per hour), to be considered all-inclusive and gross of any taxes, VAT (if applicable), and social security contributions or other withholdings (if applicable) as required by applicable law, and subject to conversion into JOD at the exchange rate applicable at the time of payment. The payment will be made from Italy on a gross basis in order to avoid double taxation. The beneficiary shall be responsible for declaring this income in their tax return. Social security and insurance contributions shall not be borne by ELIS.

## 10. Information and Contacts

For further information, please contact the organizational coordinator at:

[✉rebuild@elis.org](mailto:rebuild@elis.org)

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