**Jordan NOW- New Work Opportunities for Women pilot program**

**Fact Sheet on Job Vouchers for Graduates**

Congratulations! You have been selected for the Job Voucher component of Jordan NOW. This fact sheet will help you to make good use of this opportunity.

The Jordan New Work Opportunities for Women (Jordan NOW) pilot program aims to increase female labor force participation amongst the 2010 cohort of the public community college female graduates.

***What is a Job Voucher?***

The job voucher is a letter of guarantee to pay **150 JD per month for up to 6 months** to the firm for employing graduates that have received the voucher. Female graduates who benefit from the voucher will highlight in their CV: (a) their participation in the pilot; and (b) their selection into the voucher component. Also, when interviewing in person for any vacancy, they will produce a photocopy of the job voucher as proof of their selection. The voucher will explain the terms and conditions under which the World Bank will honor the voucher. All vouchers expire on August 31, 2011.

This voucher is designed to encourage firms to hire more female community college graduates so it allows them to accumulate relevant job experience and to build a reputation of a good employee that will help improve future prospects with the same or other firms.

***First come first served***

We have offered 600 job vouchers, out of which 450 vouchers will be honored on a first-come-first served basis. The reasons we are offering more vouchers are: (a) To insure against a low participation rate since not everyone will take advantage of the voucher offers; and (b) To encourage competitive job-seeking amongst these young graduates. Therefore, it is important for every recipient of the voucher to make an effort to find a job as soon as possible to improve their chances of taking advantage of the monthly JD150 payment to the firm.

***Does this voucher guarantee jobs?***

The job voucher does not find or provide jobs nor does it guarantee employment. As part of the pilot program, we will facilitate job search for the graduates by ensuring that the job voucher is advertised to the private sector. We will also collect information from interested firms with job vacancies that will be made available to the graduates through a website to assist them in finding jobs. However, the selected graduates are expected to find the jobs through their own efforts, and to negotiate their own contract terms.

The participating graduates and the firms that decide to recruit the graduate have to follow Jordanian labor regulations. There are no special exceptions from participating in this project except that the World Bank will supplement the wages by paying the firm 150 JD per month for a maximum of 6 months employment. In other words, the firm is free to choose the monthly salary so long as it is (a) at least JD150 per month, and (b) any amount in excess of JD 150 will be borne by the firm.

The job voucher is attached to the graduate. Once a firm employs a graduate, the firm will be reimbursed the face value of the voucher for a maximum of six months, as long as: (a) the graduate continues to be employed at that firm; and (b) all six months fall within the final expiration date of August 31, 2011. Should the employment relationship dissolve (initiated either by the firm or the employee), the voucher payments linked to that firm will be terminated. However, the graduate is free to seek another employment opportunity where, if successful, the remaining months on the voucher can be redeemed, provided the remaining months fall within the final expiration date.

***How does the voucher work?***

The graduate will make an effort to search for jobs and approach potential private sector employers with the job voucher. The graduate will explain to the potential employers that part of the salary will be paid by the program administrator and show the official job voucher letter from the Ministry of Planning and International Cooperation. The letter will explain that the program is a joint effort by MOPIC, World Bank, JNCW, Chamber of Industry, Chamber of Commerce and Al-Balqa University to ensure that the letter is considered authentic.

If the firm or a non-governmental organization agrees to employ the graduate, then the organization needs to provide a list of documents in order to register with the program administrators. The firm can be of any size as long as they can provide the copies of documents listed below. This enrollment is compulsory to receive the payments, no payment will be released until the program administrators verify that the firm/organization is eligible to participate. The firm should fax/email the proof eligibility by providing the following details to the program administrators:

1. Photocopy of the municipality work permit
2. Photocopy of registration certificate with chamber of industry or commerce
3. The employing firm must have a bank account to receive the payments
4. Full address
5. Business phone contact number
6. Offer letter with your name and which explains the job duties

The salary agreed for employment must be at least the minimum wage of 150 JD per month. No payment will be released until these conditions are met. The payment of 150 JD per month will be made directly to the hiring firm at the end of each month, not to the graduate.

After the start of the employment, both the firm and the graduate will be required to confirm their employment with the program administrator by the 25th of each month; failure to do so will delay any reimbursement of the voucher for the firm. The employment should be at least one month long to receive the first payment. The firms and students will also be monitored periodically for verifying continued employment in the firm. Random visits will be paid to firms reporting having hired a graduate by the administrator of the voucher program to ensure that reimbursement claims are legitimate. If these conditions are not satisfied, the program administrator will stop the job-voucher payments and bar the student and the firm from further participation.

***When does this offer expire?***

The voucher will be valid for a maximum of 6 months within a 11 month period starting in October 3rd, 2010 and ending August 31, 2011. The voucher is non-transferable and only applies to the selected graduate. Should employment terminate before the end of the 6 months, the voucher will remain with the beneficiary who will be allowed to use the remaining months on it with a different firm.

The program will be closed to new voucher redemption when 450 vouchers have been redeemed (meaning 450 students have taken jobs). Students who have still not used their vouchers will be notified when this happens, so they know when the vouchers are no longer valid.

***Some tips on approaching potential employers***

* Be proactive in your job search. Only the first 450 successful graduates will be able to use the voucher.
* Inform the firms that part or all of your salary will be paid through this pilot.
* Emphasize that the program is supported by Chambers of Commerce and Industry.
* Invite the firms to seek additional information on the website that we provide below.
* Keep the photocopy of the newspaper advertisement that will come out in Newspaper X on Date. It will help you get attention from the potential employers.

**GOOD LUCK!**

**I have read all the information above and am happy to participate in the job voucher component of Jordan NOW.**

**Name Signature Date**

**Contact Information**

Phone: Student affairs of the local college

Website details

**Contact information of the program administrator for verification of employment and eligibility for the JD150 payment**