**“Promoting Youth Employment in Remote Areas in Jordan/Job-Jo 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP”**

**Evaluation of Existing Business Service Network Bureau (BSNB)**

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| **Partner name:** | Career Guidance and Alumni Office  King Abdullah II for Development |
| **BSNB established at (day/month/year) (official copy to be attached+ photo + logo)** | The Office was established in 2004  C:\Users\KAFD designer\Desktop\شعار الصندوق الجديد.JPG |
| **Number of staffs working in BSNB** | 6 employees |
| **Name of responsible person on (BSNB)** | Prof. Anas Al-Nabulsi (Dean of Student Affairs)  **Mr. Sahem obaidat – Office Manager** |
| **E mail of the responsible person and telephone number** | anas\_nsbulsi@just.edu.jo  siobaidat@just.edu.jo  kafd@just.edu.jo  Office Phone: 0096227201000, Ext; (22226)  Mobile phone: 00962799015661 |
| **Job description of the responsible person on (BSNB)** | * - Preparation of the annual business plan and follow-up its implementation. * - Preparing reports on the achievements of the office and provide them to partners. * - Managing and directing staff in the office. * - Distribution of weekly, monthly and quarterly work to the staff of the office. * - Communicate with the public and private sectors and civil society organizations to support the activities and services of the office. * - Attend internal and external meetings. * - Coordination and supervision of job fairs. * - Coordinating and supervising alumni forums. |
| **Is there special Rooms for BSNB** | The total area of ​​the office is 400 square meters |
| **Website of the BSNB or to the project** | The website will be launched this year |
| **Is BSNB equipped** | It has many equipment, but it needs more equipment and supplies. |
| **What kind of equipment** | * Two training rooms are furnished and equipped with data show. * Staff offices. * Waiting room for students. |
| **Where is the BSNB located at your university** | G1 – L0 |
| **General description of BSNB**  **To be attached** | Rehabilitation of university students by providing them with life skills and personal competencies, to achieve development goals and encourage creativity for optimal investment, which increases the chances of employment and helps students to find a successful career path. |
| **Total Number of Students** | In the academic year 2018/2019: (24378) student. |
| **Number of total graduates per year** | Between (4000 – 4500) graduates. |
| **Number for each faculty** | (12) faculty, (2) Deanship, and Institute of Nanotechnology. |
| **Number of graduates per year/faculty** | The number of graduates varies from college to college and from year to year. |
| **General description of the activity of BSNB** | The office offers many services and activities, the most important:   * Career Counseling. * Training. * Activities and partnerships. * Follow-up graduates. |
| **Do you have a data base for graduated student?** | Yes. |
| **Do you have a data base for industry?** | Yes. |
| **Do you have any mechanism to follow up graduated student?** | Yes. |
| **Do you have any training for student?** | Yes. |
| **Do you have training materials?** | Yes, but we need other materials. |
| **List the name of training courses** | * Many courses and workshops in life skills. * Many courses and workshops are in functional and managerial skills. * Many courses in language skills. * Many courses and workshops are in entrepreneurship and self-employment. * Many courses and workshops related to academic disciplines for university students and graduates. * Many courses in computer skills. |
| **Do you have any training for fresh graduated student?** | Yes, All courses and workshops offered to university students are also offered to graduates. |
| **Anything to be add** | ……… |