



Ref. : 106.50.5175

Date : 18.11.2019

الرقم :
التاريخ :
الموافق :

Dear Professor Omer Maaith

The Coordinator of Erasmus + project JOB JO

Subject: Establishment of Business Service Network Bureau (BSNB)

I am thrilled to inform you that the Mutah University established a Business Service Network Bureau (BSNB) to promote employment in the provinces of Karak. The BSNB is intended to develop a training courses based on the experience exchange with the European Partners in JOB JO and producing the training material. The role of BSNB will be maintained according to the proposal of the project. This is one of the requirement of project entitled (Promoting Youth Employment in Prompt Areas in Jordan/ Job-Jo, Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP - ERASMUS+ PROGRAMME.

The Mutah University is committed to update and maintain the equipment and continue conducting the training in BSNB.

Regards

President of the University

Prof. Thafer Yusif Assaraira





AL-HUSSEIN BIN TALAL UNIVERSITY

Office of the President

جامعة الحسين بن طلال

مكتب الرئيس



Ref. AHU.6.12.2678

Date: 19.11.2019

الرقم :

التاريخ :

Dear Professor Omer Maaith

The Coordinator of Erasmus + project JOB JO

Mutah University.

Subject: Establishment of Business Service Network Bureau (BSNB)

I am thrilled to inform you that **Al Hussein Bin Talal University** established a Business Service Network Bureau (BSNB) to promote employment in the provinces of Ma'an. The BSNB is intended to develop a training courses based on the experience exchange with the European Partners in JOB-JO and producing the training material. The role of BSNB will be maintained according to the proposal of the project. This is one of the requirements of project entitled (Promoting Youth Employment in Prompt Areas in Jordan / Job-Jo, Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP - ERASMUS+ PROGRAMME.

Al Hussein Bin Talal University is committed to update and maintain the equipments and continue conducting the training in BSNB.

Regards

President of the university

Prof. Najib Abou Karaki



Visit the University Site on the web at: <http://www.ahu.edu.jo>

Our e-mail address is : president@ahu.edu.jo

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Tel. +962 3 2179000, Fax: +962 3 2179050, P.O.Box (20) Ma'an - Jordan



SA Ref. 116148

Date 19-11-2019

الرقم:

التاريخ:

الموافق:

Dear Professor Omer Maaith**The Coordinator of Erasmus + project JOB JO****Subject: Establishment of Business Service Network Bureau (BSNB)**

I am thrilled to inform you that the Jordan University of Science and Technology (JUST) established a Business Service Network Bureau (BSNB) to promote employment in the provinces of Irbid. The BSNB is intended to develop a training courses based on the experience exchange with the European Partners in JOB JO and producing the training material. The role of BSNB will be maintained according to the proposal of the project. This is one of the requirement of project entitled (Promoting Youth Employment in Prompt Areas in Jordan/ Job-Jo, Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP - ERASMUS+ PROGRAMME.

The Jordan University of Science and Technology (JUST) is committed to update and maintain the equipment and continue conducting the training in BSNB.

Regards


Deanship of Students Affairs - Dean

Prof. Anas Abdul Raouf Al-Nabulsi





جامعة الطفيلة التقنية
Tafila Technical University

مكتب الرئيس
President Office

الرقم: TTU 16 / 2416
التاريخ: هـ
الموافق: 24 / 11 / 2019 م

Dear Professor Omer Maaith
The Coordinator of Erasmus + project JOB JO
Subject: Establishment of Business Service Network Bureau (BSNB)

I am thrilled to inform you that the Tafila Technical University established a Business Service Network Bureau (BSNB) to promote employment in the provinces of Tafila. The BSNB is intended to develop a training courses based on the experience exchange with the European Partners in JOB JO and producing the training material. The role of BSNB will be maintained according to the proposal of the project. This is one of the requirements of the project entitled (Promoting Youth Employment in Prompt Areas in Jordan/ Job-Jo, Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP - ERASMUS+ PROGRAMME.

The Tafila Technical University is committed to update and maintain the equipment and continue conducting training in BSNB.

Regards

Mohid Hourani

President of the university

Professor Dr. Mohamed Khair Hourani



الجامعة الأردنية



THE UNIVERSITY OF JORDAN

فرع الجامعة الأردنية في العقبة

رئاسة الفرع

No: 20/2019/303
Date: 24/11/2019

Dear Professor Omer Maaitah

The Coordinator of Erasmus + project JOB JO

Subject: Establishment of Business Service Network Bureau (BSNB)

I am thrilled to inform you that **The University of Jordan** established Business Service Network Bureau (BSNB) to promote employment in the province of (**Aqaba City**). The BSNB is intended to develop a training courses based on the experience exchange with the European Partners in JOB-JO and producing the training material. The role of BSNB will be maintained according to the proposal of the project. This is one of the requirement of project entitled "Promoting Youth Employment in Prompt Areas in Jordan" / Job-Jo, Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP - Erasmus+ programme.

The University of Jordan is committed to update and maintain the equipment and continue conducting the training in BSNB.

Regards

President of The University of Jordan / Aqaba Branch

Prof. Amer Salman



12. General description of BSNB:

One of the departments of Deanship of Student Affairs, established based on the guidance and vision of His Majesty King Abdullah II, may God protect him, to find a mechanism for communication, partnership and bridge the gap between the institutions and the local community of the labor market from one side and the university and students from the other side. In addition to providing technical advice in communication and methodologies for obtaining employment opportunities in order to enhance the marketing opportunities for university graduates, and to prepare the students for the job market through providing them with several training courses and programs that aim to improve their skills and personalities.

17. General description of the activity of BSNB:

1. Qualifying students, guiding them to reach a high level of self-awareness, helping them to deal with personal, social and vocational influences, identifying their points of strength and weakness as well as training them technically for suitable careers.
2. Helping students to enhance knowledge about themselves (pros and cons), acquiring certain skills needed for effective making professional decisions and taking into consideration the basic variables such as the individual, the job and the relationship between them.
3. Activating the relationship between the office and all offices of the public and private sector as well as institutions, so as to be acquainted with the nature of the available and required jobs, and help job seekers know the proper available vacancies .
4. Enhancing and consolidating the trainee's personal skills training them how to prepare themselves for work through particular preparatory steps such as writing a covering letter, curriculum vitae and passing a job interview.

5. Providing the trainees with skills, knowledge, and experiences so as to be competitive, on both national and international level, preparing them to enter the labor market.

23. List the name of training courses:

1. Three-level English language training program (Beginner, Intermediate, Advanced).
2. Career guidance (individual, collective).
3. Printing and secretarial course.
4. Community leaders.
5. Communication skills
6. My way to my career
7. Introduction to electronics.
8. Google Skills.
9. Company Establishment.
10. My entrepreneurial project.
11. Maintenance of computers.
12. Basics of photography.
13. CV writing and job interviews.
14. Team building and team work skills.
15. Work ethics.

24. Do you have any training for fresh graduated student?

1. Three-level English language training program (Beginner, Intermediate, Advanced).

2. Career guidance (individual, collective).
3. CV writing and job interviews.
4. Entrepreneurship (Project Action Plan).
5. Human Resources Management.