JOB VACANCY ANNOUNCEMENT

Project Coordinator

Job Title: Project Coordinator (fulltime)
Location: Male', Maldives with occasional travel
Remuneration: 16, 808 MVR excluding pension contributions
Start date: Immediate

1. Organizational Background

Transparency Maldives is a non-profit, non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

2. Project Summary

Project Name: Civic Participation Project (CPP)

This project is a continuation of the Civic Participation Project conducted from 2013-2014, with the support of the International Foundation for Electoral Systems (IFES) and is built on the foundations, recommendations and lessons learnt from the first phase of the project as well as TM’s domestic election observation effort, its community engagements, research and awareness raising programs conducted in 2013 and 2014.

The main goal of this program is to support the democratisation process in the Maldives by promoting citizens’ awareness and participation in the democratic process, specifically among youth and women. The program is designed to support the work of IFES on advancing good governance, and empowering under-represented groups to participate in civic affairs and political processes.

Project Activities

a. Supporting the implementation of the new civic education curriculum by, working closely with the National Institute of Education (NIE), to train leading teachers from across the country to equip them with the knowledge and skills to teach the new civic education curriculum.

b. Conduct two camps for young persons between the ages of 14 - 16, to educate them on civic responsibility, citizenship and democratic values and norms. Each camp will cater to 40 young persons.

c. Conduct civic education workshops for 10 schools, 5 in Malé and 5 in the islands. These workshops will be a condensed version of the camps and will target students between the ages of 16 - 18.

d. Workshops for journalists and journalism students to create partnerships with journalists to promote women's role in politics in media.

e. Conduct a Democracy Survey, as a followup to a similar survey conducted in 2013, to gauge public attitudes and opinions towards democratic practices, values and institutions.
3. Position Summary

The Project Coordinator will be a core member of the Transparency Maldives team, and will support the implementation of CPP. He/She will also be responsible for the development and implementation of the project components, liaising with stakeholders, and will work in a team of three and headed by the Program Manager.

a. Key Roles and Responsibilities

- Lead and organize workshops and trainings for diverse groups including youth, teachers and journalists.
- Undertake research, reporting and translation as needed.
- Organize logistics and outreach activities for 2 Democracy Camps and 5 Democracy Workshops in atolls.
- Manage consultants, facilitators and interns of the project.
- Develop and manage stakeholder relations to ensure that project activities.
- Prepare timely and accurate progress (narrative and budgetary) reports for Senior Management and donor as required.
- Coordinate the dissemination of Transparency Maldives’ key messages, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multi-media materials.
- Collate information related to corruption and good governance in the Maldives and keep informed of developments and trends in the field.

b. Key Attributes:

Required

- A high level of personal integrity.
- A Bachelors degree in humanities, social sciences or other related field OR 3 years work experience in a similar position.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and the ability to collaborate with a team.
- Diligence, ability to pay attention to detail.
- Strong commitment to Transparency Maldives’ and Transparency International’s values and standards.
- Proven record of ability to take initiative to develop and complete tasks.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

Desired

- Master’s degree in humanities, social sciences or other related field.
- Familiarity with managing websites and databases.
- Experience of project management and research methodologies.
- Experience of facilitation and/or delivering trainings.

Closing date for applications: Saturday 17th January 2015

Duration of Contract: An initial fixed-term contract of 8 months (with a three month probation period) with the possibility of extension.

Application and selection procedures:

Please e-mail the following documents addressed to Ms. Mariyam Shiuna, Executive Director to thorq.hamid@transparencymaldives.org. Only short-listed candidates will be contacted for interviews. If you are shortlisted you will be notified via telephone/e-mail by 19th January 2015. Interviews are expected to take place between 20 - 22 January 2015.
- Covering letter explaining your suitability for the role.
- Recent curriculum vitae.
- Names and contact details of two referees.