JOB VACANCY ANNOUNCEMENT

Communication and Project Coordinator

Job Title: Communication and Project Coordinator (full-time)
Location: Male’, Maldives with occasional travel
Remuneration: Negotiable depending on qualifications and experience
Start date: Immediate

I. Organizational Background

Transparency Maldives is a non-political 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.

II. Position Summary

The Communication and Project Coordinator will be a core member of the Transparency Maldives team, and will manage one of TM’s projects. She or he will also be responsible for the development and implementation of Transparency Maldives’ communications strategy and relationship building with stakeholders.

III. Key Roles and Responsibilities

1. Lead and organize consultative workshops with stakeholders.
2. Undertake research and develop position papers on issues relevant to Transparency Maldives’ cause.
4. Manage consultants and set research specifications.
5. Coordinate media relations including drafting press advisories, press releases, coordinating interviews, monitoring media coverage, coordinating responses to journalists’ inquiries and media requests in close collaboration with the Advocacy and Communications Manager and the Executive Director.
6. Coordinate the dissemination of Transparency Maldives’ key messages, advocacy tools and other products, including outreach activities for dissemination of messages. Preparation of communication and promotional multi-media materials.
7. Manage and develop content for Transparency Maldives’ websites and databases.
8. Collate information relating to corruption and good governance in the Maldives and keep informed of developments and trends in the field.

9. Represent TM at media engagements when required.

IV. Key Attributes:

Required

• A high level of personal integrity
• A Bachelors degree in communication, journalism, development studies, international relations or any other related field OR 5 year 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 communication, journalism, development studies or international relations
• Familiarity with managing websites and databases
• Experience of project management
• Experience of working with high level stakeholders

Closing date for applications: 18th October 2014

Duration of Contract: An initial fixed-term contract of 6 months (with a three month probation period) with the possibility of extension depending on performance.

Application and selection procedures:
Please e-mail the following documents addressed to Ms. Mariyam Shiuna, Executive Director to ahmed.naeem@transparencymaldives.org. Only short-listed candidates will be contacted for interviews. If you are shortlisted you will be notified via telephone by 19th October 2014. Interviews are expected to take place on 20th October 2014.
- Covering letter explaining your suitability for the role
- Recent curriculum vitae
- Names and contact details of two referees