JOB VACANCY ANNOUNCEMENT

Project Coordinator
(Capacity Building of CBO Partners for Civic Education)

Position Summary: The Project Coordinator (Capacity Building of CBO Partners for Civic Education Project) is a key member of the Transparency Maldives team. She/he is responsible for overseeing, development and implementation of the following key project activities. The Project Coordinator will work with a team of two Project Coordinators and support staff for the implementation of activities and will report to the Senior Project Coordinator.

Key Qualifications:

Required

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

Desirable:

- Experience in working in an NGO.
- Familiarity with budgets and financial reporting
- Experience in handling media including social media.

Remuneration: Negotiable depending on qualifications and experience

Closing date for applications: 25th June 2013

Duration of Contract: An initial contract of 1 year (with a three month probation period) with the possibility of extension depending on performance.

Application and selection procedures: Email a letter stating clearly which position you are applying for; why you are suitable for the post, recent curriculum vitae and names of two referees addressed to Ms. Ilham Mohamed, Executive Director to ahmed.naem@transparencymaldives.org. Only short-listed candidates will be contacted for interviews. If you are short listed you will be notified by either phone or email by June 27th.
TERMS OF REFERENCE

Senior Project Coordinator

Job Title: Project Coordinator (full-time)
Location: Male’, Maldives with periodic travel to the outer atolls
Reports to: Executive Director
Remuneration: Negotiable depending on experience and qualifications.

I. Organizational Background

Transparency Maldives is a non-partisan organization that endeavours 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 to 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. Project Summary

Project Name: Capacity Building of CBO Partners for Civic Education

Overall goals: Capacity building for the network of CBOs working with Transparency Maldives to increase civic participation to promote democratic transition through improved transparency and good governance in the Maldives.

Specific Goals
- Build capacity for CBOs to conduct voter education programs to empower the electorate in making informed choices and promote responsible voting.
- Build internal governance, public relations/communications and fund raising capacities of partner CBO’s to respond to and influence issues of local and national interest in the present and the future.

III. Position Summary

The Project Coordinator will be part of a team of two project coordinators and support staff. She or He will report to the Senior Project Coordinator and will be responsible for implementing key segments of the project along with the rest of the team. Specifically, the Project Coordinator will;

- Plan and coordinate all aspects of project and ensure timely progress
- Develop work plans and update budgets for all components
- Manage and monitor program officers or volunteers working for the project
- Arrange travel and accommodation as needed
- Undertake research, reporting, and translation as needed
- Keep informed on all news related and relevant to the
- Report weekly to Senior Project Coordinator on project status, including finances
- Assist in preparing all donor reports

IV. Key Results-Expected Outputs
- Effective coordination and management of all aspects of the project and staff
- Regular and clear reporting on progress, including project finances, to senior management and donor(s)