JOB VACANCY ANNOUNCEMENT

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

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

Key Qualifications:

Required

• A high level of personal integrity.
• A Masters Degree in humanities, social sciences or a related field.
• 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 and manage a core team of project staff
• 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
• Familiarity with budgets and financial reporting

Desirable:

• Experience in advocacy work.
• Experience in fund raising and managing donor relations.
• Experience in handling 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.naeem@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: Senior Project Coordinator (full-time)
Location: Male’, Maldives with periodic travel to the outer atolls
Reports to: Executive Director
Supervises: A team of 4 staff.
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 Senior Project Coordinator, working closely with the Executive Director and Program Manager, is responsible for overseeing, development and implementation of all key activities of the project and will;

• Provide leadership, guidance and support for staff in the development and implementation of activities
• Develop project concepts and funding proposals in collaboration with Executive Director and Senior Management
• Undertake research and write reports as required by the project
• Keep informed of significant developments and trends in the field
• Publicize the activities of the project and goals
• Establish sound working relationships and cooperative arrangements with community groups and organizations and other stakeholders
• Represent the project and point of view of the organization to agencies, organizations, and the general public, if required to do so by the Executive Director;
• Assist in fundraising for the project (including grant research, writing, management and reporting, special events planning and implementation)
• Report weekly to senior management on project status, including finances
• Prepare 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)