VACANCY ANNOUNCEMENT

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TERMS OF REFERENCE (TOR)

Position title: Executive Director

Location: Male’, Maldives with periodic travel.

Duration: 1 year with an option to extend contract

Remuneration: MVR 30,000 plus pension.

Reports to: Board of Directors

Supervises: All staff

Application and selection procedures: Email a letter clearly stating the position you are applying for; why you are suitable for the position; recent curriculum vitae and names of two referees, addressed to Mr. Mohamed Thoriq Hamid, Acting Executive Director via email (office@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 20th December 2013.

Closing date for applications: 15th December 2013

I. Organizational Context: Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in the 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 on corruption’s detrimental effects on development and society, to 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. Function

The Executive Director will provide leadership and overall strategic direction to the organization and will be responsible for fund raising, financial management, organizational and staff development, and ensuring successful operations and implementation of programs.

III. Responsibilities

The Executive Director will:

1. Strategy and Planning

   Develop and lead the strategy of the organization within the broad context of the local and national landscape by using performance measurements to guide strategic and operational decision-making.
Play a leadership role in driving a collaborative process with the Board of Directors, staff and membership to ensure successful realization of organizational goals, objectives and operational plans.

Oversee preparation of the annual budget and other necessary financial planning and provide information and justifications for Board of Directors in budgetary review and approval processes.

Cultivate a strong partnership with the Board of Directors in setting policies consistent with the mission of Transparency Maldives.

2. Organizational Management

Lead, motivate and develop staff and the Board so that they are passionate about Transparency Maldives’ vision and are committed to working towards realizing that vision.

Ensure that the organization has diverse staff with appropriate skills in line with the needs of the organization through people management activities including hiring, termination of employment, ongoing staff development and performance management.

Ascertain that employment policies are adhered to in all employment practices and partners.

Ensure that the organization has appropriate systems, physical space, and technology to operate as an effective anti-corruption NGO.

3. Fund Raising

Manage all fund raising activities, including grant writing, cultivation and stewardship of donor relations, event planning, and identifying new resources. The Executive Director will actively seek and maintain a diverse donor base to ensure financial sustainability of the organization.

Lead the organization’s funding growth in order to maintain adequate cash flow, continue effective operations for stakeholders and maintain adequate reserves to support Board-approved investments and risk-taking.

4. Public Relations/Advocacy

Promote Transparency Maldives' visibility through participation and membership in community forums, civic organizations and activities that are aligned with TM’s mission and vision.

Advocate at community and national level for integrity, transparency and accountability in policy issues that affect people.

Oversee the execution of effective anti-corruption advocacy and stakeholder relations.

Represent TM in the media by developing media relations and other media/press engagements.

5. Program Development and Implementation

Oversee and support the development, design and delivery of program initiatives, ensuring that the goals and objectives are aligned with TM’s overall strategic plan.

Oversee and support the administrative components of all programs, including contract negotiations and contract reporting.
Provide quality assurance monitoring of all TM programs to ensure correction of any deficiencies in program services.

IV. Qualification

1. A minimum of 5 years nonprofit work experience or in a similar field.
2. A Masters Degree in a relevant related field.
3. At least 3 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
5. Demonstrated knowledge of governance and public policy issues that are faced by communities.
6. Demonstrated success in acquiring agency support through successful grant applications and general fund raising.
7. Strong fund development, marketing and public relations experience to successfully engage stakeholders, including donors, business partners, policy makers, media and communities.
8. Strong and effective oral and written communication skills.
9. Personal qualities that include integrity, commitment to TM’s mission, respect for diversity and the ability to inspire and motivate.