TRANSPARENCY MALDIVES (JOB VACANCY ANNOUNCEMENT)

Project Officer (Climate Finance Integrity Program)

Position Summary: The Project Officer would work on an ongoing project to monitor the use of funds for climate change projects in the Maldives, the Climate Finance Integrity Project. He/She would be responsible for coordinating the project activities specified in the attached TOR and will be contributing towards the implementation of TM’s Strategic Elections Plan. The Project Officers will report to the Project Coordinator.

No. of positions: 01

Key Qualifications:

Required
- A high level of personal integrity
- A’ Levels or equivalent or higher.
- Excellent written and oral communications skills in both Dhivehi and English
- Willing to travel to islands.
- Diligence, ability to pay attention to detail.
- Strong commitment to Transparency Maldives’ and Transparency International’s values and standards.
- Experience in design and layout of advocacy materials

Desirable:
- 1 – 2 years previous work experience with community work.
- Experience in advocacy and facilitation
- Experience in producing web/social media communications;

Remuneration: Negotiable depending on qualifications and experience

Closing date for applications: September 29th 2013

Duration of contract: 6th October to end of December 2013 (extension possible)

Application and selection procedures: Submit a letter clearly why you are suitable for the post, recent curriculum vitae and reference letters addressed to Ms. Ilham Mohamed, Executive Director, to haifa.naem@transparencymaldives.org. Only short-listed candidates will be contacted for interviews.
Position title: Project Officer (Climate Change Integrity Program)

Location: Malé, Maldives

Reports to: Senior Project Coordinator

I. Organizational context

Transparency Maldives is a 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, political 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 Project Officer is responsible for the assisting with the research and advocacy of the CFIP. He/She will also conduct stakeholder awareness sessions on integrity issues regarding climate finance in the Maldives. He/She is also responsible to develop advocacy materials in both Dhivehi and English and for the dissemination of these materials.

III. Key Roles and Responsibilities

The Project Officer will be involved in the following tasks with the support and guidance of the Senior Project Coordinator.

1. Assist in undertaking research and analysis of information.
2. Strengthen stakeholder network and increase awareness of stakeholders on integrity issues
3. Develop advocacy materials in Dhivehi and English
4. Coordinate with island level focal points to distribute advocacy materials
5. Conduct training and awareness sessions.
6. Travel to collect information on projects and integrity issues
7. Keep informed of significant developments and trends in the field.
8. Assist in the development of phase 2 of the project.
9. Contribute to the achievement to the overall organizational goals.

IV. Key Results-Expected Outputs

- Effective and timely implementation of program activities under the leadership of the Senior Project Coordinator.
- Regular and clear reporting on the identified indicators of the project.