JOB VACANCY ANNOUNCEMENT

Office Administrator

Position Summary: The Office Administrator is a key member of Transparency Maldives team. He/She will be directly responsible for providing support to Transparency Maldives, in particular the Maldives Election Support Activity (MESA) program implemented in partnership with IFES. The Office Administrator reports directly to the Executive Director.

Key Qualifications:

Required

Educational qualifications:
- Bachelor’s Degree in Human Resources, Management and/or Administration or equivalent

Experience and skills:
- A minimum of 2-3 years of administrative/human resources and supervisory experience
- Excellent written and oral communications skills in both Dhivehi and English
- Knowledge of accounting, data and administrative management principles, practices and procedures
- Computer skills and knowledge of office software packages

Personal qualities:
- High level of personal integrity and professionalism
- Strong interpersonal skills and ability to address employee and organizational needs
- Strong analytical, problem-solving and decision-making skills
- Detail oriented, highly organized and flexible
- Strong commitment to Transparency Maldives’ and Transparency International’s values and standards

Desirable:
- Familiarity with Maldivian employment laws and standards
- Experience with non-governmental organizations

Remuneration: Negotiable depending on qualifications and experience

Closing date for application: 08th December 2013

Tentative selection plan:
- Shortlisted candidates will be notified and interviewed from 10th to 11th December 2013.
- A final candidate will be chosen by 11th December 2013.
- Expected Starting Date: 12th December 2013.

Duration of Contract: Initial period: Up to 1 year. This initial contract can be extended, subject to performance.

Application and selection procedures: Submit a cover 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 Mr. Mohamed Thoriq Hamid, Acting Executive Director to office@transparencymaldives.org. Only short-listed candidates will be contacted for interviews.
TERMS OF REFERENCE (TOR)

Position title: Office Administrator
Location: Malé, Maldives
Reports to: Executive Director
Supervises: Administrative Officers

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 Office Administrator, working closely with the Finance and Admin team, is responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

III. Key Roles and Responsibilities

1. Maintain and update office and staff records, including employee files and office filing system
2. Staff recruitment processes, including contracting and maintaining HR files
3. Administrative supervision of staff
4. Supervise and maintain salary policies and administer payrolls
5. Provide efficient and effective office management, including establishing and maintaining staff and organizational administrative policies, procedures, standards and codes of conduct.
6. Support office operations and maintain supplies and inventories.
7. Board management, including functioning as the board secretary and maintaining board records.
8. Perform other related duties as required

IV. Key Results-Expected Outputs

1. Support the reorganization and development of Transparency Maldives’ administrative functions.
2. Ensure establishment and running of an effective human resources and administrative records maintenance system.
3. Support adoption and adherence to office and staff policies and procedures by staff.
4. Ensure effective and efficient administrative operation of the organization.
5. Ensure effective board management.