

## **JOB VACANCY ANNOUNCEMENT**

### **Project Coordinator**

(Capacity Building of CBOs for Civic Participation)

**Position Summary:** The Project Coordinator (Capacity Building of CBOs for Civic Participation 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, Skills and Experience: Required**

- 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
- A high level of personal integrity
- 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 of 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:** 19 December 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 or; why you are suitable for the post, recent curriculum vitae and names of two referees addressed to Mr. Mohamed Thoriq Hameed, Acting Executive Director to [mariyam.shiuna@transparencymaldives.org](mailto:mariyam.shiuna@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 23 December 2013.

## **TERMS OF REFERENCE**

### **Project Coordinator**

**Job Title:** Project Coordinator (full-time)

**Location:** Male', Maldives with periodic travel to the outer atolls

**Reports to:** Senior Project Coordinator

**Remuneration:** Negotiable depending on experience and qualifications.

### **I. Organizational Background**

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, 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 CBOs for Civic Participation Project

**Overall goals:** Capacity building of CBOs 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/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 project
- 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)