



## **JOB VACANCY ANNOUNCEMENTS**

***Transparency Maldives is looking for driven, skilled and passionate people to work against corruption and promote human rights in the Maldives***

### **1. Organizational Background**

Transparency Maldives is a non-profit, 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 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.

### **2. Project Summary**

**Project Name:** Lobbying and advocating for human rights in the Maldives

This project is designed to support the democratisation process in the Maldives by promoting and protecting civil and political liberties in the Maldives. The main goal of this project is to create an enabling environment for civil society actors to operate and promote human rights through legislative reform, collective lobbying and advocacy. The project activities will complement the larger work undertaken by TM to advance good governance, create civic space and eliminate corruption in the Maldives.

### **Project Components**

- a. Multi-stakeholder conferences and workshops
- b. Public engagement events
- c. Social media advocacy, lobbying and campaigning
- d. Legal reform work
- e. Grassroots mobilisation
- f. Research

## **Position: Senior Project Coordinator**

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

**Location:** Male', Maldives with occasional travel

**Remuneration:** Negotiable

**Contract Duration:** 1-year minimum with the possibility of extension

**Start date:** Immediate

### **Position Summary**

The Senior Project Coordinator will be the lead member of the project team and will oversee the implementation of the project activities. He/She will also be expected to have excellent leadership and project management skills to oversee the planning, development and implementation of the project components, liaising with stakeholders; and manage and work in a team of three. He/She will also be able to work with minimum supervision and work well in a team.

### **a. Key Roles and Responsibilities**

- Lead and organize conferences workshops and trainings for various stakeholders.
- Undertake research, reporting and translation as needed.
- Oversee the logistics required for activity implementation.
- Manage team members, consultants, facilitators and interns of the project.
- Develop and manage stakeholder relations to ensure that project activities are successfully implemented.
- Proficient in policy development which supports organisational priorities and reflects external changes.
- Network and build partnerships with relevant stakeholders.
- Prepare timely and accurate progress (narrative and budgetary) reports for Senior Management and donor as required.
- Oversee the dissemination of Transparency Maldives' key messages, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multi-media materials.
- Collate information related to corruption and good governance in the Maldives and keep informed of developments and trends in the field.

### **b. Key Attributes:**

#### **Required**

- A high level of personal integrity.
- A Masters degree in humanities, social sciences or other related field OR 3 years work experience in a similar position.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and ability to lead a team.
- Strong research skills.
- Highly organised self-starter, with strong ability to manage multiple work streams and work tight deadlines.
- Strategic thinker, with experience of project management and ability to plan, prioritise and exercise sound political judgement.
- Diligence, ability to pay attention to detail.



- Strong commitment to Transparency Maldives' and Transparency International's values and standards.
- Proven record of ability to take initiative to develop and complete tasks.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

#### **Desired**

- Background in human rights, including knowledge of relevant international institutions and processes.
- Familiarity with managing websites and databases.
- Experience of budget management.
- Experience of facilitation and/or delivering trainings.

## **Position: Communications and Advocacy Coordinator**

**Job Title:** Communications and Advocacy Coordinator (full-time)

**Location:** Male', Maldives with occasional travel

**Remuneration:** Negotiable

**Contract Duration:** 1-year minimum with the possibility of extension

**Start date:** Immediate

#### **Position Summary**

The Communications and Advocacy Coordinator will be a core member of the project team and will support the Senior Project Coordinator in undertaking the communication and advocacy efforts of the project. He/She will be expected to have excellent communication, networking and campaigning skills and will be part of a team of three headed by the Senior Project Coordinator.

#### **Key Roles and Responsibilities**

- Develop and implement advocacy campaigns for the Organisation.
- Manage social media presence, such as Twitter and Facebook.
- Make interventions in the local media, and on social media, to lobby and advocate for Transparency Maldives' various causes.
- Arrange press conferences and public engagement opportunities.
- Draft speeches, talking points, press releases in Dhivehi and English.
- Develop messages and content for online media.
- Monitor local and social media coverage.
- Develop and maintain media relations.
- Draft and place op-eds in leading newspapers.
- Organise and coordinate events for a range of stakeholders including the public.
- Coordinate the dissemination of Transparency Maldives' key messages, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multi-media materials.

**b. Key Attributes:**

**Required**

- A high level of personal integrity.
- A Bachelors degree in communication, journalism, development studies, international relations or any other related field OR 3 years work experience in a similar position.
- Excellent written and oral communications skills in both Dhivehi and English.
- Experience of gathering data from a wide range of sources, with ability to research and interpret complex information for a range of audiences and present in variety of accurate and accessible formats.
- Team player, with experience of using engagement techniques, a broad appreciation of campaigning and communications.
- Strong interpersonal skills.
- Diligence, ability to pay attention to detail.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.
- Proven record of ability to take initiative to develop and complete tasks.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

**Desired**

- Familiarity with managing websites and databases.
- Background in graphic design, including the use of basic design softwares such as Adobe Photoshop, Adobe Illustrator and In-Design.
- Experience of facilitation and/or delivering trainings.

## **Position: Research and Project Coordinator**

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

**Location:** Male', Maldives with occasional travel

**Remuneration:** Negotiable

**Contract duration:** 1-year minimum with the possibility of extension

**Start date:** Immediate

### **Position Summary**

The Research and Project Coordinator will be a core member of the project team, and will be responsible for ensuring all the research deliverables of the project are delivered according to schedule. He/She will be expected to coordinate project activities and support the project team in project planning, implementation and monitoring and evaluation. He/She will also be expected to have research and analytical skills, and be able to work without supervision and work well in a team.

### **Key Roles and Responsibilities**

- Organize consultation with stakeholders.
- Undertake research, reporting and translation as needed.
- Develop quarterly bulletins, monthly newsletters and case studies.
- Network and build partnerships with relevant stakeholders.



- Collect data for monitoring and evaluation of the project activities based on set indicators, and prepare reports for the donor and senior management.
- Draft press advisories, press releases, coordinate interviews, monitor media coverage, coordinate responses to journalists' inquiries and media requests in close collaboration with the project team and the Executive Director.
- Support the project team in coordinating key project activities including organising logistics for conferences and workshops.
- Support the coordination the dissemination of Transparency Maldives' key messages, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multi-media materials.
- Collate information related to corruption and good governance in the Maldives and keep informed of developments and trends in the field.

### **Key Attributes:**

#### **Required**

- A high level of personal integrity.
- A Bachelors degree in communication, journalism, development studies, international relations or any other related field OR 3 years work experience in a similar position.
- Excellent written and oral communications skills in both Dhivehi and English.
- Excellent research, analytical and writing skills and ability to exercise sound political judgement.
- Previous research experience.
- Strong interpersonal skills and ability to collaborate in a team.
- Diligence, ability to pay attention to detail.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.
- Proven record of ability to take initiative to develop and complete tasks.
- Ability to establish priorities, work independently and proceed with objectives, without supervision.

#### **Desired**

- Background in human rights, including knowledge of relevant international institutions and processes.
- Background in graphic design, including the use of basic design softwares such as Adobe Photoshop, Adobe Illustrator and In-Design.
- Experience of facilitation and/or delivering trainings.



## **Position: Project Officer**

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

**Location:** Male', Maldives with occasional travel

**Remuneration:** Negotiable

**Contract Duration:** 6 months minimum, with the possibility of extension

**Start date:** Immediate

### **Position Summary**

The Project Officer will be a core member of the project team, and will support the coordinators in event management, campaigning, research and implementing project activities. He/She will also be expected to work in a team in planning, developing, implementing and monitoring project components.

### **Key Roles and Responsibilities**

- Support the planning, development and implementation of project activities including conferences, workshops, trainings for stakeholders and public events.
- Provide the project team and activities with logistical and administrative support.
- Liaise with vendors and service providers.
- Assist with research, reporting and translation for the project team, as required.
- Develop and manage stakeholder relations to ensure that project activities.
- Assist in collating data for monitoring and evaluation purposes.
- Support the preparation of (narrative and budgetary) for Senior Management and donor as required.
- Support the dissemination of Transparency Maldives' key messages, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multi-media materials.
- Collate information related to corruption and good governance in the Maldives and keep informed of developments and trends in the field.

### **Key Attributes:**

#### **Required**

- A high level of personal integrity.
- Minimum 3 A-level passes or 2 years work experience in a similar position.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and ability to collaborate in a team.
- Diligence, ability to pay attention to detail.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.
- Proven record of ability to take initiative to develop and complete tasks.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.



**Desired**

- A Bachelors degree in communication, journalism, development studies, international relations or any other related field OR 3 years work experience in a similar position.
  - Background in graphic design, including the use of basic design softwares such as Adobe Photoshop, Adobe Illustrator and In-Design.
  - Experience of facilitation and/or delivering trainings.
- 

**HOW TO APPLY:**

**Closing date for applications:** Tuesday, 19 July 2016

**Application and selection procedures:**

Please e-mail the following documents addressed to Ms. Mariyam Shiuna, Executive Director to [office@transparencymaldives.org](mailto:office@transparencymaldives.org). **Please include the job title and the applicant's name in the e-mail subject line.** Only short-listed candidates will be contacted for interviews. If you are shortlisted you will be notified via telephone/e-mail by 21 July 2016. Interviews are expected to take place between 21 – 25 July 2016.

- Covering letter explaining your suitability for the role.
- Recent curriculum vitae.
- Names and contact details of two referees.