

## JOB VACANCY ANNOUNCEMENT

### Project Assistant - Temporary

**Job Title:** Project Assistant - Temporary

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

**Remuneration:** MVR 150 per day

**Contract Duration:** 2-3 months

**Start Date:** Immediate

#### I) Organisational Background

Transparency Maldives is a 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 corruptions 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 Chapter of Transparency International (TI) in the Maldives

#### II) Elections Project

TM's Elections Project is preparing for the upcoming Parliamentary Election on 6 April 2016. The aim of this project is to advance the values of transparency and integrity in electoral processes by ensuring citizen participation in election monitoring, while also empowering citizens to vote responsibly based on a well-informed decision. The key components of the project include advocacy, voter education, and election observation.

#### Position Summary

The Project Officer will provide support in building and maintaining a network of election observers for the upcoming Parliamentary Election 2019. The Project Officer will also be expected to work in a team on planning, developing, implementing, and monitoring the components of the project.

#### III) Tasks and Responsibilities

- Recruitment of election observers.
- Maintaining a database of the observers.
- Maintaining regular communication with observers.
- Manage logistical arrangements for training of election observers.
- Preparing the documentations required for registration of observers at the Elections Commission.
- Coordination of observer logistics on the day of election.
- Other job-related tasks as assigned by the supervisor.

The Project Officer might be required to travel within the Maldives for observer training and civic and voter education programs.

#### IV) Key Attributes

##### Required:

- A high level of personal integrity.
- Minimum 3 A-level passes.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and ability to collaborate in a team.

- Diligent and detail oriented.
- 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 with minimal supervision.
- Working knowledge of Microsoft Office applications and internet.
- Ability to work under pressure and manage time.

**Desired:**

- Bachelor's degree in communication, journalism, development studies, international relations or any other related field.
- Minimum 1-year work experience in a similar position.
- Experience in network management and logistics.
- Experience in facilitating and/or delivering trainings.

**How to Apply:**

**Closing date for applications:** Sunday, 20 January 2019

**Application and selection procedures:**

Please email 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 email subject line.**

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

Only shortlisted candidates will be contacted for interviews. If you are shortlisted, you will be notified via telephone/email by 22 January 2019. Interviews are expected to take place between 23 – 24 January 2019.