

## **JOB VACANCY ANNOUNCEMENT**

### **PROJECT COORDINATOR**

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

**Location:** Malé, Maldives with occasional travel

**Duration of Contract:** Initial fixed-term contract of 1 year (with a 3-month probation period) with possibility of extension

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

**Start Date:** Immediate

#### **I. Organisational Background**

Transparency Maldives (TM) is a non-partisan organisation that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. TM 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 Chapter of Transparency International in the Maldives.

#### **II. Position Summary**

The Project Coordinator will be a core member of Transparency Maldives, and will support the implementation of a project focussed on strengthening the anti-corruption framework of the Maldives. The Project Coordinator will be responsible for the development and implementation of the project components, liaising with stakeholders, and will work with the project team to ensure all activities are implemented effectively.

#### **III. Key Roles and Responsibilities**

- Undertake research and develop position papers, in English and Dhivehi, on anti-corruption and governance issues.
- Organise and facilitate workshops, trainings, conferences for diverse groups including youth, journalists, civil society actors and state actors.
- Develop and manage stakeholder relations to ensure the effective implementation of project activities.
- Prepare timely and accurate project performance reports (narrative and budgetary) for Senior Management and donor as required.

- Coordinate the dissemination of Transparency Maldives' key message, advocacy tools and other products, including outreach activities for dissemination of messages and preparation of communication and promotional multimedia materials.
- Represent TM at meetings and media engagements when required.
- Collate information related to corruption and good governance in the Maldives and keep informed of development and trends in the field.

#### **IV. Key Attributes**

##### ***Required***

- A high level of personal integrity and professionalism.
- Bachelor's degree in humanities, social sciences or other related field OR 3 years work experience in a similar position.
- Excellent written and oral communication skills in both Dhivehi and English.
- Strong interpersonal and communication skills and the ability to collaborate with a team.
- Detail oriented and results driven.
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Strong commitment to the values and goals of Transparency Maldives and Transparency International.

##### ***Desired***

- Master's degree in law, social science or other related field.
- Previous anti-corruption work experience with non-governmental, community-based, or intergovernmental organisations.
- Experience of project management.
- Experience of facilitation and/or delivering training.
- Experience working with high level stakeholders.

**Closing date for application:** Wednesday, 23 October 2019

##### **Application and selection procedures:**

Please email the following documents addressed to Ms. Munthaha Aboobakuru, Finance & Administration Coordinator to [munthaha@transparencymaldives.org](mailto:munthaha@transparencymaldives.org).

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

Only short-listed candidates will be contacted for interviews.