



# JOB VACANCY ANNOUNCEMENT

## EXECUTIVE DIRECTOR

**Job Title:** Executive Director (fulltime)  
**Location:** Male', Maldives with periodic travel  
**Remuneration:** MVR 32,461 – 34,265  
**Reports to:** Board of Directors  
**Start date:** Immediate

### I. Organizational Background

Transparency Maldives is a nonpolitical 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 eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

### II. Position Summary

The Executive Director (ED) is responsible for overseeing the daily operations of Transparency Maldives and ensuring that the organization upholds its mission and meets its program, organizational and financial objectives. S/he will be responsible for recruitment and management of staff, undertakes fundraising for the organization and is responsible for overseeing the implementation of all program activities.

### III. Key Roles and Responsibilities

#### 1. Vision and Strategic Leadership

- Provides daily leadership in the execution of the organization's goals and objectives; decides on and guides daily operations;
- Leads the Board of Directors and staff in developing program, organizational and financial plans/strategies, including an overall long-term strategy that reflects the organization's vision and mission;
- Formulates policies and planning recommendations for review by the Board of Directors;
- Develops priority plans, performance measures, management controls for the organization in order to meet its mission and objectives;
- Oversees the implementation of the activities of the organization;
- Reviews approved plans and budgets and presents recommendations to the Board of Directors;
- Advises and informs Board Members of the organization's activities, preparing and submitting progress reports for their regular review
- Identifies future opportunities and activities for the organization;
- Proposes agendas for the Board of Directors;
- Carries out plans and policies established and authorized by the Board of Directors;
- Serves as an interface between the Board of Directors and employees of the organization;

- Assists in the evaluation of Board Members;
- Makes recommendations and supports Board of Directors during orientation and self-evaluation;
- Articulates clear targets for management and criteria for monitoring achievement of, or progress towards, those targets;
- Maintains official records and documents and ensure compliance with regulations;
- Keeps informed of significant developments and trends in the field;

## **2. *Communication and Public Relations***

- Acts as a public spokesperson for the organization and represents the organization at local and international settings, conferences, external and internal stakeholder engagements.
- Publicizes the activities of the organization, its programs and goals;
- Establishes sound working relationships and cooperative arrangements with community groups and other stakeholder organizations;
- Manages and maintain stakeholder relations to achieve the organization's goals and objectives;
- Conducts official correspondence and executes legal documents, jointly with the Board of Directors;

## **3. *Fundraising***

- Identifies resource requirements and oversees the mobilization of resources, establishment of funding strategies;
- Assists in fundraising initiatives for the organization (including grant research, writing, management and reporting, donor event planning and implementation);
- Ensures timely reporting to donors;

## **4. *Human Resources***

- Oversees the recruitment, employment, and release of all personnel, both paid staff and volunteers;
- Ensures that sound human resource practices are in place, reviews terms of references/job descriptions, monitors performance evaluations;
- Ensures that an effective management team, with appropriate provision for succession, is in place;
- Encourages staff and volunteer development and education, and assists program staff in relating their specialized work to the wider programs of the organization;
- Maintains a climate that attracts and motivates a diverse pool of dedicated and skilled professionals;

## **5. *Budget and Finances***

- Responsible for developing and maintaining sound financial practices;
- Works with the staff and the Board in preparing budgets and ensures that the organization operates within budget guidelines;
- Ensures that there are adequate funds available to permit the organization to carry out its work.

#### IV. Specifications & qualifications

##### Education and Training

<i>Essential</i>	<i>Desirable</i>
Master's degree or equivalent in a relevant field Or Relevant Undergraduate Degree with minimum 5 years of experience	Doctorate degree or equivalent in relevant field

##### Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Minimum 3 years of leadership/management experience</li> <li>• Demonstrable experience in staff management</li> </ul>	<ul style="list-style-type: none"> <li>• Previous anti-corruption work experience with non-governmental, community-based, or inter-governmental organizations</li> <li>• Demonstrable experience in project design and management; strategic planning and implementation; organizational coordination</li> <li>• Demonstrable experience in monitoring and evaluation of performance/effectiveness through activity indicators and budgetary measures</li> </ul>

##### Skills and knowledge

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Strong organizational and coordination skills</li> <li>• Strong problem-solving, interpersonal, communication and organizational skills;</li> <li>• Ability to work well with a diverse group of people and develop strong relationships with a wide range of actors, including government, civil society, private sector, and international bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of project management tools</li> <li>• Financial management experience, including developing budgets and financial reporting</li> <li>• Fundraising skills</li> <li>• Fluency in English with strong research, writing, and editing skills</li> </ul>

**Personal attributes and values**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• High level of personal integrity and professionalism</li> <li>• Strong interest in governance issues, anti-corruption work, and civil society</li> <li>• Commitment to the values and goals of Transparency Maldives</li> <li>• Enthusiastic and strategic thinker</li> </ul>	<ul style="list-style-type: none"> <li>• History of support to NGOs, human rights and good governance advocacy and strengthening civil society in the Maldives</li> </ul>

**Closing date for applications:** 25th February 2020

**Application and selection procedures:**

Please e-mail the following documents to [jobs@transparency.mv](mailto:jobs@transparency.mv)

- Covering 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.