



JOB VACANCY ANNOUNCEMENT PROJECT COORDINATOR

Job Title: Project Coordinator

Location: Malé, Maldives with occasional travel

Duration of Contract: Fixed-term contract of 1 year, with the possibility of extension

Probation Period: Three months

Remuneration: MVR 17,710

Start Date: Immediate

I. Organizational Background

Transparency Maldives (TM) is the country's leading anti-corruption non-governmental organization, and is part of a global coalition sharing one vision: a world in which government, business, civil society and the daily lives of people are free of corruption.

Transparency Maldives received formal government registration in 2007, and is the National Chapter of Transparency International (TI) in the Maldives. Further details of our work can be found [here](#).

II. Position Summary

The Project Coordinator, under the supervision of the Senior Project Coordinator, is responsible for the effective implementation of the key project activities. The Project Coordinator will work with a team for the implementation of activities and will report to the Senior Project Coordinator.

III. Key Roles and Responsibilities

The Project Coordinator is responsible for:

- Performing job responsibilities with minimal supervision.
- Providing support in the development and implementation of project activities.
- Maintaining comprehensive project documentation, plans, and reports.
- Building relationships and coordination with team members and stakeholders to ensure timely implementation of the work plan.
- Supervising and planning work of assigned staff.
- Keeping informed of significant socio-political developments and trends in the Maldives.
- Compiling reports as required by the project.
- Participating as a member of internal and external committees and working groups if and when required.
- Other work related activities tasked by the line manager.

IV. Key Qualifications

Required:

- Diploma in a related field with three years of work experience OR Bachelor's degree in a related field with one year of work experience.
 - *Related fields of education may include but are not limited to Political Science, Human Rights, Development Studies, Law, and Education.*

- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Commitment to the values and standards of Transparency International.

Desirable:

- Bachelor's degree in a related field with at least three years of work experience.
 - *Related fields of education may include but are not limited to Political Science, Human Rights, Development Studies, Law, and Education.*
- Strong research and writing skills.
- Good knowledge of political context and human rights issues in the Maldives.
- Knowledge and experience of working with non-governmental organizations.

V. What We Offer:

- The opportunity to become part of the global movement against corruption and make a positive contribution in the field of transparency and accountability working on a wide range of relevant and challenging issues.
- A role with a purpose, working in a team of engaged and enthusiastic colleagues and experts in the field of anti-corruption and driven and united by the desire to fight corruption and achieve significant and large-scale impact.
- A stimulating, dynamic, friendly and flexible working environment.
- A high degree of collaboration and autonomy in an organization that prioritizes well-being of employees.

Closing date for applications: Wednesday, 12 April 2020

Application and selection procedures:

Applicants should send the following documents addressed to Aiman Rasheed, Acting Executive Director, with your name and the position in the subject line to jobs@transparency.mv.

- Cover letter explaining how you meet the requirements of the role and why you are applying (2 pages max).
- Recent CV (2 pages max), with details of relevant experience.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.