

## **JOB VACANCY ANNOUNCEMENT**

### **PROJECT COORDINATOR**

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

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

**Duration of Contract:** 11 month contract with possibility of extension

**Remuneration:** MVR 17,500 – 21,650

**Start Date:** 1 June 2020

#### **I. Organizational Background**

Transparency Maldives is a non-political 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 Project Coordinator will be a core member of Transparency Maldives, and will support the implementation of a project focussed on enabling SMEs, entrepreneurs, and CSOs to cooperatively advocate for transparent, inclusive, and productive economic policies. 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.

The Project Coordinator is primarily responsible for:

1. Undertaking research for position papers and legal reviews.
2. Liaising with local and international stakeholders and consultants to conduct the activities of the project, under the direction of Managers and Senior Project Coordinators. The activities include holding an anti-corruption conference, training Anti-Corruption Commission staff on investigations, training staff of Information Commissioner's Office on good right to information implementation, holding a multi-stakeholder symposium on Open Government Partnership, and holding political party forum on election spending limits
3. Preparation of narrative reports to donors

The Project Coordinator shall also support the implementation of TM's various activities promoting good governance and elimination of corruption in the Maldives.

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

##### **a) Project coordination**

- Assist in the drafting of contracts and specifications for consultants, and manage consultants.
- Maintain database of contacts related to the project.
- Assist in the management of and monitor the budget of the project.
- If required, liaise with and keep the donor informed and updated on project implementation in a timely manner.
- Attend stakeholder meetings where required.

- Prepare timely and accurate financial reports including budget forecasts in consultation with the Finance team.
- Prepare timely and accurate narrative reports on program implementation as agreed with the relevant donor.
- Collect M&E data for project reporting.

**b) Research and advocacy**

- Undertake research, reporting and translation for the project as needed.
- Develop concepts, research plans and materials for conferences and regional workshops.

**c) Organizational**

- Establish and maintain a filing system for the relevant project and all communication related documents.
- Assist in recruitment and supervision of volunteers, interns and temporary staff assisting with administrative/project activities.
- Keep updated on relevant trends on the issues relevant to TM, particularly focusing on corruption and good governance.
- Assist other project teams where assistance is required.
- Travel to islands when requested to conduct workshops, and international events/seminars when requested.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.

**d) General Responsibilities**

- As an employee of TM, adhere to TMs Code of Ethics, Social Media Policy, Conflict of Interest Policy and Attendance and Leave Policy at all times.
- Adhere to TMs Procurement and Financial Policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

**IV. Key Attributes**

**a) 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.

**b) 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 governance 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 largescale 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:** Sunday, 17 May 2020

**Application and selection procedures:**

Applicants should send the following documents, with your name and the position applied in the subject line, to [jobs@transparency.mv](mailto:jobs@transparency.mv).

- Cover letter explaining how you meet the requirements of the role (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.**