

## **JOB VACANCY ANNOUNCEMENT**

### **PROJECT OFFICER**

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

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

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

**Remuneration:** MVR 14,278 – 15,866

**Start Date:** Immediate

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

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

The Project Officer is responsible for:

Performing job responsibilities with minimal supervision under the direction of the line manager.

Providing support in the implementation of project activities.

Maintaining project documentation, plans, and reports.

Building relationships and coordination with team members and stakeholders to ensure timely implementation of the work plan.

Keeping informed of significant socio-political developments and trends in the Maldives.

Compiling reports as required by the project.

Other work related activities tasked by the line manager

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

##### **a) Required**

- Diploma in a related field with at least one year of work experience OR an Associate degree in a related field.  
*o 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.
- Ability to implement activities and follow time-lines
- 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.
- 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 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*
- Good knowledge of political context and governance issues in the Maldives.
- Knowledge and experience of working with non-governmental organizations.

**Note:** If you do not fulfil the above criteria due to an unconventional career and/or education path, but feel that you would make a good candidate, please feel free to apply. Each application will be judged based on its own merits

**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.**