

JOB VACANCY ANNOUNCEMENT

ASSISTANT PROGRAM MANAGER

Job Title: Assistant Program Manager

No. of positions: 1

Location: Malé, Maldives with occasional travel

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

Remuneration: MVR 23,808/- (take-home)

Start Date: Immediate

1. Organizational Background

Transparency Maldives is a non-political organization that endeavours 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.

2. Position Summary

The Assistant Program Manager will work closely with Transparency Maldives (TM) Program Manager to plan, organize and manage all programs and projects relating to governance, social cohesion and increasing community resilience. The Assistant Program Manager will also undertake research and work with relevant teams to develop communication plans and outreach programs. The Assistant Program Manager will report to the Program Manager and the Executive Director and will provide directions to the team assigned for this project.

3. Key Roles and Responsibilities

a) Program implementation and management

- Under guidance from the Program Manager, coordinate overall implementation of TM's programs and projects and ensure that activities are completed in a timely manner.
- Identify activities and develop detailed concept notes and work plans.
- Contribute to budget preparation and expense control activities.
- Work with M&E team to develop monitoring and evaluation tools across all TM projects.
- Coordinate with relevant teams to identify necessary recruitment to support program implementation.
- Develop staff training plans and coordinate the implementation of training plans.
- Develop stakeholder training plans and coordinate the implementation of training plans.
- Coordinate with consultants hired to undertake research activities.
- Coordinate with sub-grantees and sub-awardees to implement activities.
- Coordinate with and keep the Program Manager informed and updated on program and project implementation.
- Report on program implementation and budget utilization to donors and management.
- Communicate and coordinate with donors on revisions/changes to activities, timelines and other implementation tasks and scope of the project.
- Oversee direct staff assigned to the program/ project management team.

b) Research, communications and outreach

- Undertake research on TM focus areas, including cross-cutting areas and develop research plans accordingly.
- Develop grant proposals and assist in grant completion and submission process.
- Coordinate with the communications team to develop communication plans for programs and projects.
- Develop positions papers/ publication pieces/ messaging as required.

- Coordinate with relevant teams and contribute towards development outreach plans, programs and activities

c) Organizational

- Establish filing and project management systems for projects.
- Contribute to conception, setting-up, implementation, and evaluation of other projects.
- Contribute to the development of time-lines and Gantt charts across all the projects to ensure smooth implementation of projects, avoid overlaps, and manage workload.
- Support other project teams in delivery, if and where required.
- Travel to islands, if and when required, to conduct workshops or events.
- Participate in domestic and international events/seminars if and when required.

b. Key Attributes:

Required

- Bachelor's degree in political science, international relations, development studies, or relevant social science or humanities field with 4-years' experience in research, proposal development, project management and donor relations.
- Ability to design, plan and manage projects and coordinate with stakeholders.
- Ability to train and build capacity of others.
- 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.
- Be willing and able to meet tight deadlines and work long hours when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Master's degree in political science, international relations, development studies, or relevant social science or humanities field.
- Understanding and knowledge on emerging social issues and local context including social violence, social cohesion, community resilience and engagement.
- Good knowledge of gender mainstreaming concepts, tools and approaches.
- Good knowledge of political context and human rights issues in the Maldives.
- Knowledge of donor agencies and working with non-governmental organizations.

Closing date for applications: 4 October 2020 (Sunday)

Application and selection procedures:

Please e-mail the following documents addressed to Ms. Asiath Rilweena, Executive Director to jobs@transparency.mv

- Covering letter explaining your suitability for the role.
- Recent Curriculum Vitae.
- Education certificates (first degree or higher tertiary qualification) with transcripts.
- 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.