

JOB VACANCY ANNOUNCEMENT

PROJECT COORDINATOR

Job Title: Project Coordinator

No. of positions: 2

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

Remuneration: MVR 17,710/- (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 Project Coordinator will be a core member of the project teams responsible for formulating, implementing and managing programs and projects of Transparency Maldives (TM). The programs and projects will focus mainly on areas relating to governance, social cohesion and increasing community resilience. The Project Coordinator will also undertake research and work with relevant teams to develop and implement outreach programs. The Project Coordinator will report to the Program Manager and will work closely with relevant teams to execute project activities.

3. Key Roles and Responsibilities

a) Project management and implementation

- Under guidance from the Program Manager, coordinate overall implementation of the 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.
- Undertake monitoring and evaluation of programs and activities.
- Participate in project planning and budgeting, and monitor budget utilization for specific activities.
- Prepare regular updates on progress and status of project implementation to Program Manager
- 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.
- Coordinate with consultants, sub-grantees and sub-awardees on implementation of activities.

b) Outreach

- Coordinate with the communications team to develop communication plans for programs and projects.
- Develop positions papers/ publication pieces/ messaging as required.
- Develop and maintain a schedule for outreach activities, including community engagements, appearances and other activities.
- Assist in preparation of annual budget for outreach activities and monitor implementation.

- Develop project proposals, programmes and detailed work plan to enhance TM's community engagement and outreach efforts.
- Develop and manage stakeholder relations to ensure that activities and programmes are successfully implemented.
- Network and build partnerships with relevant stakeholders.
- Coordinate with the Communications team to develop communications plans to promote community engagement and outreach activities.
- Prepare timely and progress reports (narrative and budgetary) for senior management and donor as required.
- Supporting the organization's fundraising efforts (for community engagement and outreach programmes and activities).

c) Research

- Undertake research on TM project focus areas, including cross-cutting areas.
- Develop research work plans according to project needs.
- Develop grant proposals and assist in grant completion and submission process.
- Identify potential grantees and establish networking and relations with them.
- Act as primary contact for research team for any questions and concerns.
- Assist in budget preparation and expense control activities.
- Work with M&E to develop monitoring and evaluation tools across all TM projects.

d) 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

- Diploma in political science, international relations, development studies, social science, sociology or relevant social sciences or humanities field with 3-year experience in social research/ community engagement/ donor relations; OR
- Bachelor's degree in political science, international relations, development studies, social science or sociology or relevant social sciences or humanities field with 1-year experience in social research/ community engagement/ 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

- 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.
- Familiar with social media tools.
- 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 certificate (diploma and higher tertiary education 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.