

JOB VACANCY ANNOUNCEMENT

PROJECT COORDINATOR - CLIMATE

Job Title: Project Coordinator

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

Remuneration: MVR 17,710/- (take-home)

Start Date: Immediate

Job posting date: 14 October 2020

Closing date: 22 October 2020 before 5pm (Male' time)

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 TM's Climate Integrity Project and will be responsible for implementing and managing the project and ensuring that all activities are implemented in a timely manner. The Project Coordinator will also contribute to undertake research, communications and advocacy and assist other project teams as and when required. The Project Coordinator will report to the Grants and Outreach Manager and will work closely with relevant teams to execute project activities.

3. Key Roles and Responsibilities

- a) Project management and implementation – Climate Integrity Project
- Under guidance from the Grants and Outreach Manager, coordinate overall implementation of the TM's Climate Integrity Project and ensure that activities are completed in a timely manner.
 - Implement TM's undertakings to promote national and global level advocacy on climate finance in partnership with local stakeholders and other chapters of TI.
 - Organize climate finance governance forums and conferences to exchange ideas, experiences and lessons learned in climate related activities nationally and develop training materials as and when required.
 - Coordinate with Civil Society Organizations to facilitate collective actions to achieve better policy and practice reforms in climate governance.
 - Organise periodic stakeholder consultations and sessions for youth groups on climate finance governance.
 - Assist in developing and implementing an advocacy and communication plan and undertake production of advocacy materials of the project, including developing advocacy and communication content and materials (eg: videos, case studies, social media messages etc).
 - Work in partnership with TI International and other TI chapters working in the area of climate finance governance to conduct global advocacy and research on climate finance governance.
 - Regular, timely and accurate financial and narrative reporting on project implementation including regular collection of information on pre-defined indicators.
 - Undertake research, reporting and translation as needed.
 - Develop and manage stakeholder relations to ensure that project activities are implemented.
 - Represent TM on regional and global level advocacy platforms on climate finance governance.

- Manage all administrative aspects of the project, including budget preparation and expense control activities, monitoring and evaluation of the project, and providing regular updates on 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.

b) Organizational

- Establish filing and project management systems for projects.
- Undertake research on TM project focus areas and develop research work plans as required.
- Collate information related to corruption, good governance and climate finance governance in the Maldives; and keep informed of developments and trends in the field.
- Assist in preparation of communications and advocacy messages as required.
- 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, environmental science or relevant social sciences or humanities field with 3-year experience in social research/ environmental research/ community engagement/ donor relations; OR
- Bachelor's degree in political science, international relations, development studies, environmental science or relevant social sciences or humanities field with 1-year experience in social research/ environmental 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, especially on climate, community resilience and community 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: 22 October 2020 (Thursday) before 5pm (Male' time)

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.