

## **JOB VACANCY ANNOUNCEMENT**

### **PROJECT COORDINATOR – CIVIL SOCIETY ENGAGEMENT**

**Job Title:** Project Coordinator

**No. of positions:** 1

**Location:** Malé, Maldives with occasional travel

**Duration of Contract:** Short-term contract of 4 months

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

**Start Date:** Immediate

**Job posting date:** 15 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 civil society engagement 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 activities of the project. 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**

- Under guidance from the Program Manager, coordinate overall implementation of the TM's Civil Society Project and ensure that activities are completed in a timely manner.
- Coordinate with Civil Society Organizations and organize periodic stakeholder consultations to enhance engagement.
- 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).
- 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.
- 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. Key Attributes:**

**Required**

- Diploma in political science, international relations, development studies 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 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, especially on civil society 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](mailto: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.**