

## **JOB VACANCY ANNOUNCEMENT**

### **CHIEF OF PARTY (PRIME)**

**Job Title:** Chief of Party (PRIME)

**No. of positions:** 1

**Location:** Male', 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:** Negotiable

**Start Date:** Immediate

**Job posting date:** 1 December 2020

**Closing date:** 17 December 2020 before 4pm (Male' time)

### **1. Organizational Background**

Transparency Maldives (TM) 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 Chief of Party will be the lead member of TM's multi-year program on Promoting Resilience in the Maldives (PRIME), focusing on reducing threat and influence of violent extremist organizations (VEOs) by increasing the resilience of vulnerable populations, including youth and women, against violent extremist radicalization and recruitment through improve career and employment prospects and enhanced agency and social cohesion. The Chief of Party will provide overall technical leadership and administrative oversight to achieve the results of the project and will lead the team to implement the project. The Chief of Party will report to the Executive Director and will work closely with all projects and program teams of TM. The position of Chief of Party is open to Maldivian locals only.

### **3. Key Roles and Responsibilities**

- Lead, manage, monitor and implement the components of PRIME Project and ensure compliance with administrative guidelines.
- Coordinate policies, strategies and activities for the project's implementation with relevant teams, stakeholders and donors.
- Serve as principal liaison to USAID and prepare and submit monthly and quarterly report to USAID as per donors requirements.
- Monitor, establish corrective measures and evaluate the overall progress of the project and its various components.
- Prepare and write the technical reports related to the implementation of the project for internal use and for donor's requirements.
- Prepare annual work plans and progress reports and monitor the implementation of these plans.
- Organize and participate in the project's activities such as workshops, seminars and other events related to the project.
- Review and approve press statements related to the project in coordination with the Communications team.
- Manage the operational internal procedures and human, fiscal and financial resources to ensure high level of efficiency and in line with donor's requirements.
- Assume responsibility of the closing of the project in accordance with donor's requirements.

**b. Key Attributes:**

**Required**

- Bachelor's degree in political science, international relations, development studies or related social science and humanities field with 6 years' experience in project management, donor relations, non-profit organizations management.
- Experienced in managing diverse programs, building networks, and increasing synergy to achieve programmatic outcomes.
- Experienced in conceptualizing projects, fund raising and managing, report writing and publications writing, and interfacing with donors through the lifecycle of several programs.
- Familiarity with USAID donor requirements and guidelines.
- 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 related social science and humanities field with relevant experience.
- Knowledge on counter-terrorism, radicalization, violent extremism, or social violence.
- 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:** 17 December 2020 (Thursday) before 4pm (Male' time)

**Application and selection procedures:**

Please e-mail the following documents, addressed to Executive Director, to [jobs@transparency.mv](mailto:jobs@transparency.mv). All documents must be emailed in pdf format.

- Completed job application form (can be downloaded from TM website <https://transparency.mv/v16/job-application-form/>)
- Curriculum vitae
- Education certificate (Bachelor's degree or higher qualification) (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)

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.**