

JOB VACANCY ANNOUNCEMENT

COMMUNICATIONS MANAGER

Job Title: Communications Manager

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 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 Communications Manager will be responsible for planning, managing and leading all communications and advocacy operations of Transparency Maldives (TM). The Communications Manager will lead the communication teams and other project teams to design and develop promotions and campaigns under various project and devise strategies to increase the impact of TM's media activities. The Communications Manager will report to Executive Director and will work closely with all projects and program teams of TM. The position is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Develop, manage and deliver an effective communications and advocacy programme in keeping with TM's mission, strategy, and values to increase the influence and impact of TM's work.
- Manage the external communications activities including overseeing relationships with external stakeholders, working in partnership with TM staff to support them in fulfilling their representational roles.
- Work effectively in partnership with TM's project teams to ensure external communication activities are co-ordinated with relevant production processes and with project-specific communications.
- To lead TM's strategic communications planning, with the involvement of relevant TM's staff and including regularly reviewing and agreeing external communications priorities and messages, drawing on TM's organisational strategy and current work programme and priorities.
- To propose, plan and orchestrate an externally focussed communications and publicity programme, expected to include – though not limited to – events, news stories, blogs, video content, publications, stakeholder engagement activities, policy inputs – delivered through a variety of existing and potentially new channels.
- To lead on developing and maintaining TM's communication tools to ensure activities are reaching the right people in our key audiences (e.g. e-news list, TM's contacts database, media lists)
- To coordinate and facilitate TM's input into key policy consultations, enabling fast decisions on consultations where TM's voice is considered important, working closely with colleagues to draw out key messages and assisting colleagues in drafting responses.
- To support TM's staff to enable them to fulfil effectively their external representational roles and build positive and influential relationships with stakeholders and target audiences
- To assist in increasing the reach and impact of TM's outputs including its newsletter, e-news, annual report, publications and policy inputs.

- To assist in increasing the reach and impact of TM's social media activities (e.g. twitter, facebook, Instagram, LinkedIn) at an organisational level.
- To liaise with press and other media, taking a targeted approach to publicising TMs work, including drafting and issuing articles, press releases and building and sustaining relations with key media, selectively and as required to meet external communications strategic priorities.
- To monitor and evaluate the impact of TM's external communications against appropriate metrics regarding reach and impact.
- To work closely with the management team and other relevant staff to ensure TM is communicating effectively with existing and potential funders.

b. Key Attributes:

Required

- Bachelor's degree in communications, media, political science, international relations, development studies or related social science or humanities field with 4 years' experience in media, communications, project development, non-profit organizations.
- 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 communications, media, political science, international relations, development studies or related social sciences or humanities field with relevant experience.
- Good knowledge of gender mainstreaming concepts, tools and approaches.
- Good knowledge of political context, human rights and social violence 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. 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.