

JOB VACANCY ANNOUNCEMENT

DEPUTY CHIEF OF PARTY (PRIME)

Job Title: Deputy 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 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 Deputy Chief of Party will be a core member of TM's multi-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 Deputy Chief of Party will assist the Chief of Party in planning, organizing and managing the smooth implementation of the project and ensure that the project outcome achieves the intended results. The Deputy Chief of Party will report to the Chief of Party and will work closely with all projects and program teams of TM. The position of the Deputy Chief of Party is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Assist the Chief of Party to manage and implement the components of PRIME Project and ensure compliance with administrative guidelines.
- Manage day-to-day aspects of the project, including coordination of policies, strategies and activities, field operations, administration and logistics and ensure timely delivery of activities and achievement of the outcomes of the program.
- Maintain close working relationship and build trust with key CVE stakeholders, including government and state authorities and potential partners civil society organizations.
- Serve as Acting Chief of Party when the Chief of Party is unavailable and assist the Chief of Party to prepare and submit monthly and quarterly report to USAID as per donors' requirements.
- Facilitates knowledge management, communications, and information flow of the project.
- Maintains working knowledge of project budgets and expenditure, and assist relevant internal teams to set up and implement appropriate systems for project implementation.
- Ensure compliance in reporting to USAID requirements.
- Prepare and write the technical reports related to the implementation of the project for internal use and for donor's requirements.
- Assist in preparation of communication briefs, media and press release in coordination with Communications teams.
- Assist the Chief of Party to ensure closing of the project is carried out 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 4 years' experience in project management, donor relations, non-profit organizations management.
- Experience in project management with active involvement in leading and undertaking implementation, reporting and advocacy for projects.
- Have CVE expertise and/or good knowledge and experience in social work, sociology or social development.
- Experience in research and writing, especially writing proposals, reports and publications.
- 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.
- Familiarity with USAID donor requirements and guidelines.
- 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. 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.