

JOB VACANCY ANNOUNCEMENT

GRANTS OFFICER

Job Title: Grants Officer

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

Remuneration: MVR 15,446/- (take-home)

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 Grants Officer will be a core 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 Grants Officer will manage TM's granting and sub-grants mechanism, including receiving applications, monitoring and evaluation of grants, and ensure that compliance requirements of donors and the organization are met. The Grants Officer reports to the Grants and Outreach Manager and will work closely with all members of the project team. The position of Grants Officer is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Support the development of a sub grant manual and establishment of TM's sub granting system.
- Assist in facilitating the RFP process, financial reporting and evaluation of sub grant projects.
- Support in conducting research and in drafting concepts for sub-grants.
- Assist in coordinating grants implementation as directed by the Grants Manager (or Grants Committee) with other coordinators to ensure timely implementation of sub-grants.
- Provide suggestions to the Grants Manager for the improvement of the grants system at Transparency Maldives.
- Facilitate and coordinate training for potential sub-grantees and assist in building their capacity.
- Assist in the preparation of each grant submission, taking into account the different requirements of each grant.
- Assist as appropriate in the design, formatting and preparation of grant documentation.
- Maintain records for tracking grant proposals, awards, and related statistical information;
- Create and distribute standard and special reports, studies, summaries, and analyses of TM's sub grants as required.
- Coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and requirements are being followed.
- Work together with M&E staff to ensure grantees adhere to monitoring and evaluation requirements.
- Timely preparation and submission of progress reports and financial reports to TM management and donors.
- Contribute to monitoring and evaluation of grants, identification of operational and financial problems, development of solutions.
- Assist the grant management team on a daily basis to achieve the performance indicators agreed with donors and in line with approved budgets and work plans.

4. Key Attributes:

Required

- Diploma in economics, business administration, public administration, financial management or related field with 1-year experience in grant management, finance management, project fund management and administration, accounting/auditing; OR
- Bachelor's degree in economics, business administration, public administration, financial management or related field.
- Knowledge of project finance management and budgets.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and a strong ability to collaborate with a team.
- Good attention to detail and highly organized.
- Strong analytical, problem-solving and decision-making skills.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Bachelor's Degree in business administration, public administration, financial management or related field.
- Experience with private sector organizations, non-governmental, community-based, or international 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 (Diploma or Bachelor's degree) (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.