

SERVICE CONTRACT ANNOUNCEMENT

ELECTIONS COORDINATOR

Transparency Maldives (TM) is seeking individuals for the following Service Contract.

Position Title: Elections Coordinator

Location: Malé, Maldives with occasional travel.

Monthly Payment: MVR 18,690

Reports to: Program and Governance Manager

Period of commitment: 1 March 2021 – 31 May 2021 (3 months)

Start Date: Immediate.

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 'Elections Coordinator' under the guidance of Program and Governance Manager will support the activities geared towards assessing the quality of women's inclusion and participation in the stages of the electoral process and election administration for the observation of the Local Council and Women's Development Committee (WDC) Election, 2021. The scope of the work comprises of a pre-election analysis, Election Day observation, post-election analysis, and a post-election report and additionally, voter education to the general public.

3. Key Roles and Responsibilities

- Coordinate with the team in establishing and publishing a rapid assessment of the election environment to be used as an advocacy tool.
- Coordinate all activities in mobilizing, training and stationing of observers across the country for pre-electoral monitoring and to monitor the Local Council and WDC Election 2021.
- Ensure that all activities related to mobilizing independent nonpartisan long-term observers (LTO) across the atolls are undertaken.
- Facilitate and support activities pertaining to procuring layout designing, translation and printing for required reports.
- Ensure all activities pertaining to developing a communication plan for the assessment is undertaken.
- Organize a stakeholder roundtable to share the findings of the assessment.

- Organize key informant interviews.
- Coordinate all activities pertaining to conducting trainings covering international election observation standards, voter education, electoral legal framework of the Maldives, recent electoral developments, with a particular focus on women's political participation and quota system.
- Coordinate activities to hold a press conference to share the findings of the assessment with media.
- Ensure timely organization of materials for observers including observer kits.
- Deploy observers and arrange logistics for deployment.
- Set up a data collection center for Election Day.
- Assist in undertaking pre-election and post-election media activities.
- Maintain a database of the election observers.
- Maintain regular communication with the observers.
- Ensure smooth logistical arrangements of the election observers.
- Coordinate activities in setting up reporting mechanism and reporting timetables as per donor requirements.
- Supporting Communication and Advocacy team with the messaging and press releases related to the election cycle.

4. Qualification and Competencies

- A Bachelor's degree in economics, business administration, public administration, financial management or related field with 2-years' experience in a related field of management and administration.
- 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 commitment to Transparency Maldives' and Transparency International's values and standards.

Closing date for applications: 16 February 2021 (Tuesday) 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.

- Copy of National Identity Card.
- 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) and Reference letters.

10 February 2021