



ANNOUNCEMENT – JOB VACANCY
PROJECT COORDINATOR

Job Title: Project Coordinator	No. of positions: 1
Location: Based in Ministry of Education, 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 17,710 (take-home)	Start Date: Immediate
Job posting date: 01 June 2022	Closing date: 13 June 2022 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. Project Brief

Transparency Maldives (TM) is undertaking a four-year project, titled Promoting Resilience in the Maldives (PRIME), funded by the United States Agency for International Development (USAID). PRIME aims to foster community resilience and social cohesion to address social issues of concern to youth and their communities, thus, making them less vulnerable to violent extremist forces. PRIME project focuses on preventive measures by addressing the barriers to social cohesion and other social issues that prevents young people from achieving their full potential as economically and socially contributing citizens of Maldives. As such, PRIME targets to address interrelated social issues that create barriers to social cohesion and resilience: such as break down of family structures; gang and drug use; lack of inter-intra personnel skills, and unemployment and underemployment based on robust research and evidence.

3. Position Summary

The Project Coordinator will be a core member of the project teams responsible for formulating, implementing, and managing programs and projects of Transparency Maldives (TM). The programs and projects will focus mainly on areas relating to governance, social cohesion and increasing community resilience. The Project Coordinator will also undertake research and work with relevant stakeholders and teams to develop and implement outreach programs. The Project Coordinator will report to the Director General of Ministry of Education and PRIME Program Manager of Transparency Maldives and will work closely with relevant teams to execute project activities.

4. Key Roles and Responsibilities

a) PRIME Project Specific Management & Implementation

Under guidance from the Program Manager, support and coordinate overall implementation of PRIME project activities with Ministry of Education to ensure that activities are completed in a timely manner. More specifically,

- Provide assistance to implement the vulnerability and risk assessment toolkit activity of PRIME including to,
 - Provide the required support to the consultants hired to develop and roll out the risk assessment toolkit, including facilitating, organizing meetings with the relevant departments of the ministry and other key state and non-stakeholders, and coordinate and document bi-weekly status meetings with the consultants, MoE and TM.
 - Facilitate and coordinate the logistics for the Training of Trainers (ToT) under this activity.
 - Facilitate and monitor the trainings conducted by the trained ToTs.

- Facilitate the roll out of the toolkit in schools
- Monitor and report the implementation and provide recommendations for improvement to MoE.
- Provide timely and continuous support to MoE/ESQID to monitor progress of the rollout of this activity and its sustainability by working with schools to monitor the implementation, document/address feedback.
- Provide support to MoE/ the consultant to implement the parent education activity under PRIME.
 - Provide the required support to the consultants/MoE to develop and roll out the parent education program. This includes coordinating with relevant departments within the ministry and stakeholders to ensure proper consultations and feedback and support is provided to the consultant
 - Coordinate the Training of Trainers (ToT) training for the program by the consultants.
 - Facilitate and monitor the trainings conducted by the trained ToTs
 - Facilitate the roll out of the program in schools through Parent Teacher Associations (PTA)
 - Monitor and report the implementation and provide recommendations for improvement to MoE.
 - Provide timely and continuous support to MoE/ESQID to monitor progress of the rollout of this activity and its sustainability by working with schools to monitor the implementation, document/address feedback.
- Provide support in facilitating required assistance for other project activities that include input from the education sector.
- Provide support to other school-based programs conducted in schools through. This may include activities carried out by sub-grantees or activities directly implemented by TM through PRIME project
- Participate in project planning and budgeting and monitor budget utilization for specific activities
- Prepare and submit monthly status updates on progress and status of activity, implementation to Program Manager
- Manage activity budget, especially those related to training/outreach activities.
- Communicate and coordinate with MoE and TM on revisions/changes to activities, timelines and other implementation tasks and scope of the project.
- As and when needed, support the development of sectoral analysis/detailed concept notes and work plans
- Facilitate the collection of M&E data for all project related activities conducted in partnership with MoE, in consultation with TM's M&E team, the relevant consultants and MoE.
- Act as a focal point to facilitate implementation of school-based activities conducted by sub-grantees and sub-awardees.
- As and when needed Coordinate with the TM's Communications team to develop communications and advocacy messaging for education sector specific project activities.

b) Support to Ministry of Education

- Coordinate and support the Prevention of Violent Extremism (PVE) efforts of the ministry. This includes supporting the ministry's efforts to achieve the objectives in the National Action Plan on PVE
- Provide regular update on the project implementation to the management; share learnings and address challenges to ensure timely implementation of the project activities.

c) Organizational

- Timely documentation of project related documents including meeting minutes, and M&E data.
- Contribute to conception, setting-up, implementation, and evaluation of other projects.
- Contribute to the development of timelines and Gantt charts across all the projects to ensure smooth implementation of projects, avoid overlaps, and manage workload.
- Support other project teams in delivery, if and where required.
- Travel to islands, if and when required, to conduct workshops or events.
- Participate in domestic and international events/seminars if and when required.

d) General

- As an employee of TM, adhere to TM's Code of Conduct and all HR policies.
- Adhere to TM's procurement and financial policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

5. Key Attributes:

Required

- Diploma in political science, international relations, development studies, social science, sociology or relevant social sciences or humanities field with 3-year experience in social research/ community engagement/ donor relations; OR
- Bachelor's degree in political science, international relations, development studies, social science or sociology or relevant social sciences or humanities field with 1-year experience in social research/ community engagement/ donor relations.
- Ability to design, plan and manage projects and coordinate with stakeholders.
- Ability to train and build capacity of others.
- 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

- Understanding and knowledge on emerging social issues and local context including social violence, social cohesion, community resilience and engagement.
- 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: 13 June 2022 before 4pm (Male' time)

Application and selection procedures:

Please email 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 here: [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, color 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.