



JOB VACANCY ANNOUNCEMENT

SENIOR COMMUNICATIONS & ADVOCACY COORDINATOR

Job Title: Senior Communications and Advocacy Coordinator	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/012
Start Date: Immediate	Job posting date: 14 June 2023
Remuneration: MVR 20,470 - 21,650 (take-home)	Closing date: 22 June 2023 before 4:00pm (Male' Time)
Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension	

1. Organizational Backgrounds

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 Senior Communications and Research Coordinator (SCRC) will be a core member of the Transparency Maldives team and will be working on developing communications plans and in the implementation and dissemination of materials. In addition, to project activities, the CRC will also undertake communications tasks for the organization and will report to the Communications and Advocacy Manager. The position of Communications and Research Coordinator is open to Maldivian locals only.

3. Key Roles and Responsibilities

a) Research & Communications

- Undertake research on the target groups and beneficiaries related to TM.
- Assist the project team in research planning, data collection and drafting papers and reports
- Prepare communication plans, outlining all the communication activities, the time frame for implementation and the key messages, in close coordination with Communications and Advocacy Manager.
- Oversee social media presence of TM in close coordination with Communications and Advocacy Manager.

- Coordinate media relations, including drafting press advisories, press releases, coordinating responses to journalists' inquiries and media requests in a timely manner, on aspects related to the project.
- Develop/produce communication and advocacy instruments and materials for advocacy and awareness-raising campaigns, including social media materials in close collaboration with Communications and Advocacy Manager, on all aspects related to the project.

b) Project Coordination

- Assist the project team in conducting required research related to the project.
- Under the guidance of the Communications and Advocacy Manager, and the PRIME program team develop scope of work and concept notes and milestone reports on activities supported by the staff.
- Organize and coordinate stakeholder meetings to share required information and support in structuring advocacy campaigns.
- Provide timely feedback to project manager on project strategies and activities.
- Keep abreast of developments in project changes and progress to advise and recommend tools and strategies to increase project performance and results.

c) Organizational

- Keep updated on relevant trends on the issues relevant to TM, particularly focusing on corruption, good governance, human rights and social issues and develop regular updates.
- Assist TM in maintaining its website and intranet and other web-based knowledge management systems; and collation of information relation to corruption and good governance in the Maldives; and develop and maintain a library of media articles and other information relevant to the organization and the project.
- Assist other project teams where assistance is required.
- Travel to islands when requested to conduct workshops, and international events/seminars when requested.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.

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.

4. Key Attributes:

Required

- Bachelor's degree in communication, journalism, marketing, digital media studies, public relations, social sciences, political science or any other related fields with a minimum 2 year experience in communications, communication strategies and developing campaigns

- Familiarity managing websites and social media platforms
- 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 and graphics designing software such as Adobe packages and Canva
- 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

- Masters degree with over 5 years' experience and at least 2 year work experience in social research/ community engagement/ donor relations.
- Understanding and knowledge on emerging social issues and local context including social violence, social cohesion, community resilience and engagement.
- Strong knowledge of gender mainstreaming concepts, tools and approaches.
- Strong 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: 22 June 2023 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/job-application-form/>)
- Curriculum vitae.
- Copy of National Identity Card.
- Education certificates. (Diploma or Bachelor's degree). (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)
- Employment reference letters.

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.