



ANNOUNCEMENT – INTERNSHIP

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Position Title: Intern

No. of positions: 1

Location: Male', Maldives

Duration of Contract: 3 Months (end of September 2023)

Remuneration: MVR 4,500/- (take-home)

Start Date: Immediate

Posting date: 25 June 2023

Closing date: 06 July 2023 4pm (Male' time)

1. Organizational Background

Transparency Maldives is a non-political organization that endeavors 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 Intern will be a member of TM's Project: Strengthening Accountability Networks among Civil Society Project (SANCUS) team and will work closely with the Governance Team. The intern will be coached by the whole team and will report directly to the SANCUS Senior Project Coordinator. This position is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Reviewing of bulletin articles and layout work.
- Administrative work such as setting up meetings, preparing Right to Information (RTI) forms, managing logistics for events such as Conferences and training.
- Assist in research work such as monitoring and observation of Parliament Committee, Audit reports, Anti-Corruption Commission's publications (ACC) publications, Privatization and Corporatization Board's publications (PCB) publications.
- Assist in SANCUS Activities such as social audit and implementation of the public participation in budgetary process toolkit.

4. Learning Opportunities

The intern will have the following support:

- Mentorship and guidance
- Administrative tasks
- Teamwork
- Assessment of work performance

5. Key Attributes:

Required

- Diploma in Politics, International Relations, Good Governance, Social Science, Economics, Law, History or similar field.
- Keen interest in politics, good governance, and anti-corruption.
- Basic computer skills in MS Excel, MS Word, Microsoft Outlook
- Good spoken and written English.
- Excellent interpersonal skills
- Disciplined, eager to learn new things and attention to detail, yet able to keep up with tight deadlines as/when needed.

Closing date for applications: 06 July 2023 before 4pm (Male' time)

Application and selection procedures:

Please e-mail the following documents, addressed to the Executive Director, to hr@transparency.mv

All documents must be emailed in pdf format.

- Completed internship application form (can be downloaded from here: [INTERNSHIP APPLICATION FORM.pdf](#))
- Curriculum vitae Internship.
- Copies of relevant education certificates
- Written approval of parent/guardian (for minors below the age of 18)

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.