



ANNOUNCEMENT – JOB VACANCY

GRANTS COORDINATOR

Job Title: Grants Coordinator	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/009
Start Date: Immediate	Job posting date: 15 June 2023
Remuneration: MVR 17,710/-(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 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 Grants Coordinator will be a core member of TM's grants' team and will assist in managing TM's sub-grants to civil society organizations, including receiving applications, co-creating, monitoring and evaluation of grants, and ensure that compliance requirements of donors and the organization are met. The Grants Coordinator reports to the Grants and Learning 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

a. Grants Management

- Analyze and evaluate grant applications and awards to ensure adherence to grants management policies; ensures proper negotiation of the terms and conditions for grants and reviews and analyzes budget estimates based on allocation, feasibility, and consistency.
- Support in conducting research and in drafting concept notes, proposals and budgets for Subgrant and Subawards.
- Assist in coordinating grants implementation as directed by the Grants Manager (or Grants Committee) with other coordinators to ensure timely implementation of sub-grants and subawards.
- Provide suggestions to the Grants Manager for the improvement of the grants system at Transparency Maldives.
- Work closely with M&E staff to ensure grantees adhere to monitoring and evaluation requirements.
- Contribute to monitoring and evaluation of grants, identification of operational and financial problems, and development of recommendations.

- Maintain grant files in TM's Official SharePoint Database
- Organize solicitation meetings/information sessions and manage and document the process of negotiation leading to the grant approval in accordance with this manual.
- Coordinate and track submission of grants performance reports, disbursement requests and liquidation and maintain an inventory log of all commodities purchased directly for recipients as required by TM.
- Organizing Grants Evaluation Committee meetings and providing supporting documents and information to facilitate evaluation of grant proposals and participates as non-voting member as and when requested.
- Conduct training and orientation sessions for the project staff and potential recipients on grant compliance; guides staff and recipients through application and explains grant agreements to recipients following the award.
- Organize capacity building and training to grant recipients to ensure successful implementation of the program.
- Ensure all the relevant subgrants information are updated in the FSRS system; and
- Conduct market research and mapping exercise for searching potential recipients

b. Organizational

- Support other project teams in project implementation and delivery, if and where required.
- Support core areas of TM such as election observation and advocacy initiatives around TM key focus areas.
- Participate in domestic travels as and when required, to conduct workshops trainings or events.
- Participate in domestic and international events/seminars if and when required.
- Participate in TM/partner events organized by other teams and partners.
- Contribute/ support the development of Annual reports and other broader organizational reports.
- Supporting the organization's fundraising efforts (for Community engagement and outreach programs activities
- Provide leave cover for project/management staff as and when necessary.

c. 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

- Diploma in political science, international relations, development studies, social science, sociology, economics, business administration, public administration or financial management, 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, sociology, economics, business administration, public administration, financial management field with 1-year experience in social research/ community engagement/ donor relations.
- Ability to plan and execute project activities under the guidance of supervisor.
- 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

- Bachelor's degree in related field with over 3 years' 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.
- 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: 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.