



ANNOUNCEMENT – JOB VACANCY
MONITORING AND EVALUATION COORDINATOR

Job Title: Monitoring and Evaluation Coordinator	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/010
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 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 Monitoring and Evaluation (M&E) Coordinator will work with senior management and project staff to strengthen monitoring, evaluation and learning (MEL) capabilities and effectiveness of the organization. This includes undertaking design and implementation of monitoring tools, collection and management of quality data, creation and review of MEL reports, creation of data visualizations to inform the work of the organization and areas of improvement, and leading the organization's capacity building initiatives on MEL. The Monitoring and Evaluation Coordinator will report to the Grants and Learning Manager.

3. Key Roles and Responsibilities

a) Monitoring, Evaluation and Reporting

- Coordinating with senior management and project staff to design and implement organization-wide MEL activities. These include, but are not limited to, identifying and customizing appropriate methods and tools for data collection and progress monitoring, developing appropriate indicators for success and innovative methods of project impact measurement, data collection and

analysis, sharing best practices and delivering regular MEL trainings for TM staff and subgrantees/subawardees.

- Ensuring that TM and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.
- Collaborating with Grants Manager to provide MEL support to the organization's grant recipients.
- Ensuring that MEL reporting requirements of Subawards and Subgrants are collected, verified and reported in a timely manner.
- Supporting Program Managers and project teams with drafting and submitting progress reports to donors in a timely fashion.
- Attending and responding to donor evaluations and data quality assessments (DQAs).
- Providing assistance to develop project proposals, including developing MEL plans, logical frameworks, and performance monitoring plans.
- Monitor and evaluate overall progress on achievement of results and sustainability for all projects/programs, including occasional travel to project locations.
- Keeping abreast of developments in project changes and progress in order to advise and recommend tools and strategies to increase program performance and results.
- Any other tasks as assigned by the Executive Director.

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 travel 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.