

**ANNOUNCEMENT – JOB VACANCY**  
**PROJECT COORDINATOR**

<b>Job Title:</b> Project Coordinator	<b>No. of positions:</b> 1
<b>Location:</b> Male', Maldives with occasional travel	<b>Job requisition No:</b> TM/JR/2023/014
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 22 June 2023
<b>Remuneration:</b> MVR17,710/-(take-home)	<b>Closing date:</b> 22 June 2023 before 4:00pm (Male' Time)
<b>Duration of Contract:</b> Initial fixed-term contract of 5 months with the possibility of extension	

### 1. Organizational Background

Transparency Maldives (TM) 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. TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

### 2. Position Summary

The Project Coordinator will be part of Transparency International Indo-Pacific Partnership for Strong, Transparent, Responsive & Open Networks for Good Governance (TI IPP STRONGG) Project and Advocacy and Legal Advice Centre (ALAC). The Project Coordinator will be a core member of the project team, responsible for formulating, implementing, and managing activities of the project. The Project Coordinator will report to the Governance Manager/Senior Legal Coordinator and will work closely with relevant teams to execute project activities.

### 3. Key Roles and Responsibilities

#### a) Project Management & Implementation

- Under guidance from the Governance Manager/Senior Legal Coordinator, coordinate overall implementation of the project activities and ensure that project deliverables and milestones are completed on time.
- Coordinate the monitoring of all project activities, workplans, timelines, expenditures, and progress towards achieving project outputs.
- Coordinate with Governance Manager/Senior Legal Coordinator in the implementation of project activities, including mobilization of consultants, arranging civic education trainings/ camps, and other project activities as required.

- Assist Governance Manager/Senior Legal Coordinator in managing stakeholders and coordinate activities to facilitate/organize consultations and meetings as and when required.
- Provide support to Governance Manager/Senior Legal Coordinator in ensuring project reporting requirements and MEL targets are met, including preparation and submission of donor reports, workplans, and forecasts.
- Coordinate with the Communications team to develop communication plans for activities under the project including social media messaging.
- Contribute to all administrative aspects of the project, including budget preparation and expense control activities, monitoring and evaluation of the project, and providing regular updates on implementation and budget utilization to donors and management.
- Assess project risks and issues as and when required and provide timely feedback to project manager on project strategies and activities.
- Keep abreast of developments in project progress to advise and recommend tools and strategies to increase project performance and outputs.

**b) ALAC Support**

- Coordinate the operation of the Advocacy and Legal Advice Centre (ALAC), including but not limited to providing advice to victims and witnesses of corruption and migrant workers, operating the legal advice hotline, supporting clients in preparation of their complaints.
- Maintaining a log of all ALAC clients and progresses made.
- Under the advice of the Governance Manager/Senior Legal Coordinator manage, support, and coordinate work of pro bono lawyers who support the ALAC team.
- Organize community forums and mobile legal advice clinics as and when required.
- Support the Governance Manager/Senior Legal Coordinator with reviewing and commenting on draft bills, regulations, and policies related to TM's work on regulatory reform, and advocacy for transparent, inclusive, and productive economic policies.

**c) Research and Advocacy**

- Undertake research, reporting and translation for the projects as needed.
- Assist to prepare and present papers at conferences, seminars, and other related activities.
- Assist to develop concepts, research plans, and materials for conferences, panel discussions, webinars, and regional workshops on project-specific and organizational advocacy work.
- Assist with communication and promotional multi-media materials relevant to project activities.

**d) Organizational**

- Contribute to development of TM's operational policies and procedures.
- Contribute to conception, setting-up, implementation, and evaluation of other projects.
- Support other project teams in implementation and 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.
- Provide leave cover for project/management staff as and when necessary.
- Supporting the TM fundraising efforts as and when required.
- Any other related tasks as assigned by relevant manager and the Executive Director.

**e) 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, economics, public policy, project management, sociology, social sciences or humanities with 3 years' experience in a related field OR,
- Bachelor's Degree in political science, international relations, development studies, economics, public policy, project management, sociology, social sciences or humanities, with 1 year experience in a related field.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and a strong ability to collaborate with a team.
- Highly organized and good attention to detail.
- 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.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

##### **Desired**

- Bachelor's Degree in political science, international relations, development studies, economics, public policy, project management, sociology, social sciences or humanities, with over 3 years work experience in a related field.
- Knowledge of donor agencies and working with non-governmental organizations.
- 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.
- Understanding and knowledge on business integrity, SOE management and governance.
- Familiar with social media tools.

#### **5. Closing date for applications: 22 June 2023 before 4pm (Male' time)**

**6. Application and selection procedures:**

Please e-mail the following documents, addressed to Executive Director, to [jobs@transparency.mv](mailto: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/>)
- 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.*

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