

**JOB VACANCY ANNOUNCEMENT
PROJECT COORDINATOR**

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| Job Title: Project Coordinator | No. of positions: 1 |
| Location: Male', Maldives with occasional travel | Job requisition No: TM/JR/2023/008 |
| Start Date: Immediate | Job posting date: 14 June 2023 |
| Remuneration: MVR17,710/-(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 Project Coordinator will be a core member of TM's Climate Integrity Project and will be responsible in ensuring that all activities are implemented in a timely manner with the guidance of the Senior project Coordinator. The Project Coordinator will also contribute to undertake research and advocacy and assist other project teams as and when required. The Project Coordinator will report to the Communications and Advocacy Manager and will work closely with relevant teams to execute project activities.

3. Key Roles and Responsibilities

a) Program implementation and management - Climate Integrity Project

- Under guidance from the Senior Project Coordinator, coordinate overall implementation of the TM's Climate Integrity Project and ensure that activities are completed in a timely manner.
- Implement TM's undertakings to promote national and global level advocacy on climate finance in partnership with local stakeholders and other chapters of TI.
- Organize climate finance governance forums and conferences to exchange ideas, experiences and lessons learned in climate related activities nationally and develop training materials as and when required.
- Coordinate with Civil Society Organizations to facilitate collective actions to achieve better policy and practice reforms in climate governance.
- Implement periodic stakeholder consultations and sessions for youth groups on climate finance governance.

- Assist in developing and implementing an advocacy and communication plan and undertake production of advocacy materials of the project, including developing advocacy and communication content and materials (eg: videos, case studies, social media messages etc).
- Work in partnership with TI International and other TI chapters working in the area of climate finance governance to conduct global advocacy and research on climate finance governance.
- Regular, timely and accurate financial and narrative reporting on project implementation including regular collection of information on pre-defined indicators.
- Undertake research, reporting and translation as needed.
- Develop stakeholder relations to ensure that project activities are implemented.
- Represent TM on regional and global level advocacy platforms on climate finance governance.
- 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.

b) Research and outreach

- Undertake research on TM focus areas, including cross-cutting areas and develop research plans accordingly.
- Develop grant proposals and assist in grant completion and submission process.
- Coordinate with the communications team to develop communication plans for programs and projects.
- Develop positions papers/ publication pieces/ messaging as required.
- Coordinate with relevant teams and contribute towards development outreach plans, programs and activities

c) Organizational

- Contribute to development of TM's operational policies and procedures.
- Support other project teams in project 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.

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

- Diploma in political science, economics, project management international relations, development studies, social science, sociology or relevant social sciences or humanities field with 3-year experience in social research/ community engagement/ donor relations; OR

- Bachelor's degree in political science, economics, project management, international relations, development studies, social science or sociology or relevant social sciences or humanities field with at least 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 organization.

Closing date for applications: 22 June 2023 (Tuesday) 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.