

ANNOUNCEMENT – JOB VACANCY

PROJECT OFFICER

Job Title: Project Officer	No. of positions: 2
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/006
Start Date: Immediate	Job posting date: 14 June 2023
Remuneration: MVR 14,278/- (take-home)	Closing date: 22 June 2023 before 4:00pm (Male' Time)
Duration of Contract: Initial fixed-term contract of 6 Months.	

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 'Elections Officer' under the guidance of the Senior Project Coordinator and the Communications and Advocacy Manager will support the activities geared towards assessing all stages of the electoral process and election administration for the observation of the 2023 Presidential Election. The scope of the work comprises of a pre-election analysis, Election Day observation, post-election analysis, and a post-election report and additionally, voter education to the general public.

3. Key Roles and Responsibilities

- Coordinate with the team in establishing and analysing observer reports for rapid assessment of the election environment to be used as an advocacy tool.
- Assist in all activities in mobilizing, training and stationing of observers across the country for pre-electoral monitoring and to monitor the 2023 Presidential Elections
- Ensure that all activities related to mobilizing independent nonpartisan long-term observers (LTO) across the atolls are undertaken.
- Support activities pertaining to procuring layout designing, translation and printing for required reports.

- Coordinate, with the assistance of the Senior Project Coordinator, all activities pertaining to conducting trainings covering international election observation standards, voter education, electoral legal framework of the Maldives, recent electoral developments, with a particular focus on women's political participation and quota system.
- Make arrangement to hold a media events relating to Elections
- Ensure timely organization of materials for observers including observer kits.
- Assist in deployment observers and arrange logistics for deployment.
- Assist in setting up a data collection center for Election Day.
- Assist in undertaking pre-election and post-election media activities.
- Assist in maintaining a database of the election observers and ensure regular communication with the observers.
- Ensure smooth logistical arrangements of the election observers.
- Assist in coordinating activities in setting up reporting mechanism and reporting timetables as per donor requirements.
- Support the Communication and Advocacy team with the messaging and press releases related to the election cycle.

b) 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.

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. Qualification and Competencies

- Diploma in economics, business administration, public administration, financial management or related field with 1-year experience in a related field of management and administration.
- Knowledge of project finance management and budgets.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and a strong ability to collaborate with a team.
- Good attention to detail and highly organized.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

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

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.