

ANNOUNCEMENT – JOB VACANCY

SENIOR PROJECT COORDINATOR

Job Title: Senior Project Coordinator	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/004
Start Date: Immediate	Job posting date: 14 June 2023
Remuneration: MVR 20,470 - 21,650 (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 'Senior Elections Coordinator' under the guidance of 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

- Plan and implement activities with the team to establish and analyse observer reports for rapid assessment of the election environment to be used as an advocacy tool.
- Coordinate 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.
- Facilitate and support activities pertaining to procuring layout designing, translation and printing for required reports.
- Coordinate 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.

- Coordinate activities to hold a press conference to share the findings of the assessment with media.
- Ensure timely organization of materials for observers including observer kits.
- Deploy observers and arrange logistics for deployment.
- Set up a data collection center for Election Day.
- Assist in undertaking pre-election and post-election media activities.
- Maintain a database of the election observers.
- Maintain regular communication with the observers.
- Ensure smooth logistical arrangements of the election observers.
- Coordinate activities in setting up reporting mechanism and reporting timetables as per donor requirements.
- Supporting 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. Key Attributes

Required

- Bachelor's degree in political science, economics, project management, international relations, development studies, social science or sociology relevant s or humanities and with over 3-year work experience with at least 2years in relevant experience in social research/ community engagement/ donor relations.
- Demonstrated ability to design, plan and manage projects and coordinate with stakeholders.
- Demonstrated ability to train and build capacity of others.
- Demonstrated ability to supervise and oversee the team.
- 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

- Masters degree with over 5 years' experience and at least 2 year 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.
- Strong knowledge of gender mainstreaming concepts, tools and approaches.
- Strong 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.