

**ANNOUNCEMENT – INTERNSHIP**

<b>Job Title:</b> Monitoring Assistant (Intern)	<b>No. of positions:</b> 10
<b>Location:</b> Male', Maldives	<b>Job requisition No:</b> TM/JR/2023/021
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 26 September 2023
<b>Remuneration:</b> MVR 4000-(take-home)	<b>Closing date:</b> 05 October 2023 before 4:00pm (Male' Time)
<b>Duration of Contract:</b> 1 Month	

**1. Organizational Background**

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

**2. Position Summary**

The position of Monitoring Assistant of "Proactive Disclosure Obligation of State Institutes Project" involves monitoring state institutes' websites and conducting a survey to identify the level of state institutions on disclosing information proactively. This project is an initiative of the Information Commissioner's Office of Maldives, being executed in collaboration with Transparency Maldives. The intern will work individually on assigned tasks and will report directly to the assigned supervisor from Information Commissioners Office of Maldives. This position is open to Maldivians only.

**3. Key Roles and Responsibilities**

- Attend and actively participate in the training program, awareness sessions and orientations to acquire the required skills and knowledge.
- Conduct monitoring and assessment of assigned institutes websites to ascertain the extent of disclosure of information by their own initiative.
- Conduct a proactive disclosure survey to identify how the assigned institutes disclose information proactively.
- Assign scores on the designated score sheet based on established guidelines and criteria during the monitoring process.
- Perform a thorough verification process to confirm the accuracy and authenticity of the awarded points.
- Ensure that the monitoring process is completed within the specified timeframe as outlined in the project schedule.
- Submit all findings observed through monitoring and assessment to the supervisor and make any necessary revisions as per the provided instructions.
- Carry out all necessary administrative tasks in relation to the monitoring and assessment of selected institutes.
- Work in accordance with confidentiality rules practiced at TM
- Adhere to TM's Code of Conduct and policies.

#### 4. Learning Opportunities

The intern will have the following support:

- Mentorship and guidance
- Training and awareness
- Assessment of work performance

#### 5. Key Attributes:

##### Required

- Completed grade 10.
- Interns are encouraged to work from a home-based setting.
- Interns are required to have access to a laptop/desktop and have a secure internet connection.
- Basic computer skills in MS Excel, MS Word, Microsoft Outlook.
- Proficiency in both spoken and written Dhivehi and English.
- Excellent interpersonal skills.
- Disciplined, eager to learn new things and able to keep up with tight deadlines as/when needed.

**Closing date for applications:** 5<sup>th</sup> October 2023 before 4pm (Male' time)

#### Application and selection procedures:

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

All documents must be emailed in pdf format.

- Completed internship application form (can be downloaded from here: [INTERNSHIP APPLICATION FORM.pdf](#))
- Curriculum vitae Internship.
- Copies of relevant education certificates
- Written approval of parent/guardian (for minors below the age of 18)

**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, color 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.*