

**ANNOUNCEMENT – JOB VACANCY**  
**PROJECT OFFICER**

<b>Job Title:</b> Project Officer (Part-time)	<b>No. of positions:</b> 01
<b>Location:</b> Based in Kulhudhufushi City	<b>Job requisition No:</b> TM/JR/2023/022
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 07 November 2023
<b>Remuneration:</b> MVR7139/-(take-home)	<b>Closing date:</b> 16 November 2023 before 4:00pm (Male' Time)
<b>Duration of Contract:</b> Fixed-term contract of 1 year (with a 3-month probation period)	

**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.

TM's current focus areas include advocating for electoral integrity, anti-corruption and good governance, promoting open and democratic space, strengthening climate governance framework, and promoting community resilience and social cohesion. Transparency Maldives also supports communities across the country through its Advocacy and Legal Advice Center (ALAC), which provides legal advice and support to witnesses and victims of corruption and human rights violations.

**2. Position Summary**

The Project Officer will be a member of the project team "Promoting resilience in the Maldives" (PRIME) project. PRIME aims to foster community resilience and social cohesion to address social issues of concern to youth and their communities, thus, making them less vulnerable to violent extremist forces. PRIME project focuses on preventive measures by addressing the barriers to social cohesion and other social issues that prevents young people from achieving their full potential as economically and socially contributing citizens of Maldives. The Project Officer plays a key role in designing and implementing the PRIME activities at community level. Under the supervision of the Transparency Maldives, PRIME Project Manager, and the program team, s/he

is expected to identify, and maintain regular networks and engagement with community stakeholders and beneficiaries of the project activities to better target the interventions and contextualize to ensure maximum impact from the interventions. This is a part-time position. The Project Officer will report to the Program Manager of the PRIME project.

### **3. Key Roles and Responsibilities**

#### **a. Project Management & Implementation**

- Contribute to design and implementation of outreach activities by providing local contextualization to better reach the target beneficiaries;
- Maintain regular working engagements with all relevant stakeholders at local level and keep them updated on project activities;
- Connect with and engage with individuals and community groups relevant to the objectives and target beneficiaries of the project;
- Work with PRIME, and other project teams as necessary, to mobilize community for different activities, including identifying target groups, mobilizing target participants for different trainings and community outreach activities;
- Support coordination and participate in all project events in the community (practical trainings on collaboration between the local government and communities, consultations with communities, mobilization of youth, community workshops);
- Respond and adjust activity scheduling, logistical constraints related to local community social context;
- As guided by the Program Manager, monitor and support sub-grantees in the community to ensure timely delivery of grant activities and reporting requirements;
- Support the MEL team to monitor and collect information on the impact of grants, and other project interventions implemented in the community. Support the MEL team to organize and collect data for monitoring and reporting;
- Support TM to collect and document learnings, success stories resulting from project interventions;
- Prepare regular updates on progress and status of project implementation to Program Manager.

#### **b. Organizational**

- Assist other project teams where assistance is required.
- Travel to islands when requested to conduct workshops and other community engagements.
- Attend national/international conferences, seminars and other events on behalf of the Organization.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.
- Collate information related to corruption and good governance in the Maldives and stay

informed of developments and trends in the field.

**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**

- Diploma in political science, international relations, or business administration or business management or development studies, social science, sociology or relevant social sciences or humanities field with 1 year' experience in community engagement OR
- A' level with 2 years' experience in community engagement.
- Proven ability to work flexibly and independently with limited supervision and deliver quality results against tight deadlines;
- Ability to train and build capacity of others.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Have good communication skills to onboard community members and local stakeholders
- 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.
- Work with highest standards of integrity, discretion, and loyalty.
- Have credibility within grassroots groups
- Have a solid understanding on the local context where the community activity takes place.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

**Desired**

- Understanding and knowledge on emerging social issues and local context including social issues, 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 organizations.

**Closing date for applications:** 16 November 2023 before 4pm (Male' time)

**Application and selection procedures:**

Please email 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 here: [Job Application Form](#))
- Curriculum vitae
- Education certificate (Diploma or A' level) (If certificate is not available, course completion letter from University/College/Institution or transcript must 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, 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.*