

ANNOUNCEMENT – JOB VACANCY
GOVERNANCE MANAGER

Job Title: Governance Manager	No. of positions: 01
Location: Male’, Maldives with occasional travel	Job requisition No: TM/JR/2024/005
Start Date: Immediate (July 2024)	Job posting date: 29 May 2024
Remuneration: MVR 23,808 - 27,492 (take-home)	Closing date: 09 June 2024 before 4:00pm (Male’ Time)
Duration of Contract: Initial fixed-term contract for 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 Governance Manager will be a lead member of TM and will manage and ensure timely implementation of assigned programs and ensure timely reporting of progress to donors, in coordination with relevant stakeholders. The Governance Manager will also manage and support the legal and governance function of TM and will also assist in general research and communication functions of TM. The Governance Manager will report to the Executive Director and will work closely with all partners and stakeholders of TM. The position is open to Maldivian locals only.

3. Key Roles and Responsibilities

a) Project Management

- Ensure timely delivery of activities and achievement of the outcomes of the projects managed under the governance portfolio, including successful planning, execution and closing of projects.
- Oversee completion and submission of all contractual documents related to the assigned project.
- Manage the governance team, including organizing regular project meetings, assign work, supervise, and monitor staff performance as required.
- Coordinate donor meetings and ensure timely submission of project reports.
- Liaise with relevant HR and Finance Managers to ensure successful implementation of projects and achieve organisational goals.
- Liaise with the Grants and Learning manager to develop MEL indicators for project and ensure timely collection, reporting and review of M&E data related to the project.

- Oversee the RFP process related to the project, including writing RFP, reviewing RFPs written by others, answer questions by potential service providers, communicate with potential service providers at every stage of the RFP process, evaluate the proposals received, communicate with the potential consultant on behalf of TM during the donor approval process, finalize contracts and Terms of Reference (ToRs).
- Maintain regular communication with consultants to ensure that deliverables are completed on time and coordinate with finance staff to release payment upon completion of deliverables.
- Collate information related to corruption and good governance in the Maldives; and keep informed of developments and trends in the field.
- Budget Management / manage and closely monitor budgets and prepare any necessary budget revisions
- Represent TM on regional and global level advocacy platforms on good governance and anti-corruption.
- Coordinate with Civil Society Organizations to facilitate collective actions to achieve better policy and practice reforms in good governance and Anti-corruption.
- Oversee the Advocacy and Legal Advice Center (ALAC) of TM
- Support and lead legal review efforts including commenting on bills, regulations and policies related to TM's work on regulatory reform, and advocacy for advocate for transparent, inclusive, and productive economic policies.
- Support undertakings of pro bono lawyers who support TM causes.
- Collaborate and support other projects in TM to mainstream anti-corruption and good governance standards.

b) Research and Communications

- Support and strengthen TM's research function by supervising and providing technical guidance on all research activity of TM (internal and other donor funded research activities)
- Provide technical and editorial support to internal research activity of TM, including development of position papers, concept notes, report and political updates.
- Liaise with TI, donors, research consultants, editors, and project teams to ensure quality of research published by TM and the research is in line with TM's overall values and objectives.
- Undertake research on TM project focus areas, including cross-cutting areas.
- Assist in developing research work plans according to project needs.
- Assist in developing grant proposals and assist in grant completion and submission process.
- Identify potential grantees and establish networking and relations with them.
- Contribute to drafting and finalizing of messaging and communication materials for TM's advocacy efforts.
- Conduct media briefing and appearances, to lobby and advocate for TM on various causes.
- Contribute to draft and finalize press releases, talking points and other relevant information briefs related communications, advocacy, and campaigning.

c) Organizational

- Support management in reviewing and developing internal strategies, policies, procedures to strengthen the organization's capacity.
- Support fundraising efforts of TM, including leading project design, and developing project proposals within the governance portfolio.
- Assist the Executive Director to develop internal mechanisms, protocols and policies for the successful initiation, implementation and closing of projects.
- Support other project teams where assistance is required.
- Travel to islands when requested to conduct workshops and other community engagements.
- Represent the TM at international conferences, panel discussions seminars and other events.
- Provide leave cover for project/management staff as necessary.
- Collate information related to corruption and good governance in the Maldives and stay informed of developments and trends in the field.
- Deputize for Executive Director, as 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

- Bachelor's degree (or equivalent) preferably in Law, Political Science, International Studies, Development Studies or any other humanities or relevant field.
- Minimum of seven years of work experience with at least five years in the area of development, governance or Transparency Maldives key focus areas.
- Demonstrated experience of working within a governmental, multilateral or civil society, organization in a multi-cultural setting.
- Proactive, detail oriented, highly organized, problem solving mindset.
- Demonstrated experience in managing, supervising and leading projects and teams.
- Demonstrated ability to design, plan and manage projects and coordinate with stakeholders.
- Able to work under pressure to meet tight deadlines and work long hours when required.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Strong analytical, problem-solving, and decision-making skills.
- Understanding and knowledge on emerging social issues and local context including social violence, social cohesion, community resilience and engagement.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Master's degree (or equivalent) preferably in Law, Political Science, International Studies, Development Studies or any other related field.

- Demonstrated experience on working around legal reform and advocacy around governance, anti corruption or human rights based issues.
- 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.
- Experience of developing project proposals and leading donor negotiations.
- Demonstrated experience of managing donor funded projects.

Closing date for applications: 09 June 2024 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.