

**JOB VACANCY ANNOUNCEMENT**

**Advocacy and Strategic Communications Manager**

<b>Job Title:</b> Advocacy and Strategic Communications Manager	<b>No. of positions:</b> 1
<b>Location:</b> Male', Maldives with occasional travel	<b>Job requisition No:</b> TM/JR/2024/006
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 21 August 2024
<b>Remuneration:</b> MVR 23,808 - 27,492 (take-home)	<b>Closing date:</b> 01 September 2024 before 4:00pm (Male' Time)
<b>Duration of Contract:</b> Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension	

**1. Organizational Background**

Transparency Maldives (TM) is a non-partisan 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. TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

**2. Position Summary**

The Advocacy and Strategic Communications Manager is a key position within TM and will be responsible for leading all organisational advocacy campaigns and strategic communications functions in an effective and responsive manner. The role will require close coordination across program teams to design and deliver advocacy plans and strategic messaging to achieve individual project targets and broader organisational goals and enhance TM's footprint and visibility as a local civil society organisation. The Advocacy and Strategic Communications Manager will report to the Executive Director and will work closely with all projects and program teams of TM. This position is open for Maldivians only.

**3. Key Roles and Responsibilities**

**a. Advocacy and Strategic Communications**

- Lead all efforts in strategizing, developing and implementing national, local and international level advocacy and strategic communications, to support TM's vision, promote TM's brand and respond to developments in the Maldivian contexts around corruption and governance.
- Ensure that TM mobilizes its research, knowledge and expertise to impact key change-makers at the policy and community levels.
- Provide advice and expertise to management and staff on advocacy, outreach and communications including methods, and approaches, anticipating and resolving public relations issues in

consultation with the Executive Director.

- Support the program teams with communication strategies that further enhance the impact of each program, including those of subgrantees.
- Lead relevant teams on the creation and delivery of strategic communications materials, including social media and digital campaigning, web content, press releases, media briefings and appearances, talking points, op-eds and/or policy working papers as necessary.
- Oversee and manage TM's online presence including managing website and social media content and messaging.
- Act as the key liaison officer for media and press, manage press lists, manage media requests and appearances, stay up-to-date about trends in the media landscape
- Provide oversight and strategic direction to the Advocacy and Legal Advice team including formulating a strategy and workplan for ALAC in coordination with project teams, expanding ALAC support areas, facilitating review of bills related to TM's focus areas, identifying opportunities to mainstream ALAC work into program and supporting ALAC team in timely management and documentation of ALAC cases and program activities.
- Lead the development and institutionalisation of internal processes to streamline and maintain quality and consistency of advocacy and communications related work across TM.
- Provide strategic advice to management and staff on crisis communications and reputation management, and act as the focal point to responding to such crisis in close consultation with the Executive Director, TI Secretariate and donors as and when required.
- In close coordination with the relevant teams develop and implement an agile Rapid Response process to ensure they meet the needs of the movement and that outputs continue to be effective and aligned with policies, positions and strategic objectives.
- Liaise with the Grants and Learning manager to develop MEL indicators related to strategic advocacy and communications and ensure timely collection, reporting and review of M&E data.

**b. Stakeholder Relations**

- Identify and engage other civil societies and activists to promote the goals and objectives of TM.
- Build new and sustain existing strategic partnerships and alliances across local and international partners, media, donors, local councils, oversight bodies and other state and non-state actors by coordinating coalition efforts, keeping abreast on political development and key governance issues, and knowledge sharing.
- Develop strategic partnerships with key constituencies to elicit support for and maximize the impact of advocacy and serve as a principal liaison to state and governmental bodies, civil society organizations, national groups, private sector organizations, educational institutions, international organizations, media etc. in advocacy efforts

**c. Organizational**

- As part of the senior management team, provide strategic leadership in developing and executing Strategies to achieve key organizational objectives.
- Under the guidance of the Executive Director, support the development of funding applications to enhance and promote advocacy and strategic objectives of TM
- Support management in reviewing and updating of relevant internal policies, standard operating procedures and processes to strengthen the organization's internal governance and institutional capacity.
- Contribute to programmatic outreach efforts as and when needed.

- Represent TM at international conferences, panel discussions seminars and other events.
- Provide leave cover for relevant team members as and when required.
- Actively support and participate in institution wide efforts including domestic elections observation, multi stakeholder conferences/symposiums and training initiatives.
- 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:**

**Requirements:**

- Bachelor's degree in communication, media, journalism, public policy, political science, law, human rights, international affairs/relation or other related field with a minimum of 6 years of progressively responsible and professional experience, including at least 3 years' work experience in advocacy, communications, public policy, human rights or in a related field and 3 years of managerial experience. OR
- Master's degree in communication, media, journalism, public policy, political science, law, human rights, international affairs/relation or in a related field with minimum of 3 years of progressively responsible and professional experience including at least 2 years' work experience in advocacy, communications, public policy, human rights or a related field and 2 years of managerial experience
- Demonstrated experience in media relations and crisis communications.
- Working familiarity with anti-corruption, social justice, good governance or rule of law issues essential
- Excellent communications skills in English and Dhivehi required.
- Excellent writing and editing skills
- Strong organisational skills and ability to effectively manage priorities in a fast-paced and dynamic environment
- High level of intercultural competence, diplomacy and political sensitivity
- Demonstrated flexibility, initiative and creativity
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Strong knowledge of political context and human rights issues in the Maldives.
- Strong understanding and knowledge on emerging governance issues and local context including social justice, social cohesion, community resilience and engagement.
- Strong commitment to the values and principles of Transparency Maldives' and Transparency International's values and standards.
- Demonstrated ability to lead, manage and supervise teams.
- Demonstrated experience of working on advocacy campaigns and strategic communications around anti-corruption, social justice, good governance or rule of law,
- Demonstrated experiences of working in the civic space, donor agencies or international development agencies



- Experience in supporting fundraising activities and capacity building and training initiatives
- Strong knowledge of gender and inclusivity mainstreaming concepts, tools and approaches.
- Familiarity managing websites and social media platforms.

**Closing date for applications:** 01 September 2024 before 4pm (Male' time)

**Application and selection procedures:**

Please e-mail 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 TM website <https://transparency.mv/job-application-form/>)
- Curriculum vitae.
- Education certificates. (Diploma or bachelor's degree etc). (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.*