

ANNOUNCEMENT – JOB VACANCY

SENIOR PROJECT COORDINATOR

Job Title: Senior Project Coordinator	No. of positions: 01
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2024/004
Start Date: Immediate	Job posting date: 13 August 2024
Remuneration: MVR 20,470 - 21,650 (take-home)	Closing date: 25 August 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 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 'Senior Project Coordinator' will organize and implement projects geared towards strengthening the governance and anti-corruption mechanisms with a special focus on promoting collective action and outreach activities to empower communities to hold power to account. The 'Senior Project Coordinator' will report to the Governance Manager and will provide directions to the team assigned for the projects. The position is open to Maldivian locals only.

3. Key Roles and Responsibilities

(a) Project Implementation

- Together with the Governance Manager, develop the annual work plans, budgets and activity plans for the project.
- Plan and implement project activities, as per workplans and budgets, in coordination with the project teams.
- Prepare and organize donors and stakeholder meetings and ensure timely documentation of project related updates for donors.
- Coordinate stakeholder engagements including meetings and conferences to share required information and support in structuring advocacy campaigns.
- Ensure coordination of activities with relevant stakeholders to develop guidance on adequate procedures.
- Provide timely feedback to project manager on project strategies and activities.
- Keep abreast of developments in project changes and progress to advise and recommend tools

and strategies to increase project performance and results.

- Facilitate and conduct training, seminars, workshops and other community engagement and outreach activities.
- Coordinate and collaborate with other projects teams to enhance community engagement and outreach activities.

(b) Monitoring and Evaluation (MEL)

- Develop monitoring and evaluation plans for projects with support from the Governance Manager/Learning Manager and integrate collection of MEL data required to capture progress.
- Monitor progress and evaluate overall implementation of project activities and outcomes.
- Draft periodic project progress reports/narrative reports as per donor requirements and for management review as per the timelines.

(c) Research and Advocacy

- Undertake research, reporting and translation for the projects and broader governance portfolio as required.
- Prepare and present papers at conferences, seminars, and other related activities.
- Develop concepts, research plans, and materials for conferences, panel discussions, webinars, and regional workshops on project-specific and organizational advocacy work.
- Support the Governance Manager/Senior Legal Coordinator with reviewing and commenting on draft bills, regulations, and policies related to TM's work on regulatory reform, and advocacy for transparent, inclusive, and productive economic policies.
- Keep abreast of developments in broader governance issues and organize activities in conducting research and advocacy in consultation with the Governance Manager/Advocacy and Communications Manager.
- In consultation with the Advocacy and Communications Manager, plan and implement advocacy and public awareness campaigns to promote visibility and reach of the governance portfolio in general and specific project activities, including but not limited to launching of research outputs, press statements, promotional multi-media material and or targeted social media campaigns.

(d) ALAC Support

- Under the advice of the Governance Manager/Senior Legal Coordinator, support and assist the operation of the Advocacy and Legal Advice Centre (ALAC) including work of pro bono lawyers who support the ALAC team.
- Maintain a log of all ALAC clients and progresses made.
- Organize community forums and mobile legal advice clinics as and when required.

(e) Organizational

- Assist the Governance Manager to develop internal mechanisms, protocols and policies for the successful initiation, implementation and closing of projects.
- Support management in reviewing and developing internal strategies, policies, procedures to strengthen the organization's capacity.

- Support the governance manager and the Executive Director in developing new project proposals for fund raising efforts.
- Support core areas of TM such as elections observation and advocacy initiatives around key focus/thematic areas.
- Support other project teams where assistance is required.
- Contribute/support the development of Annual Reports and other broader organizational reports.
- Travel to islands when requested to conduct workshops and other community engagements.
- Represent 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 Governance Manager, as and when required.

(f) 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 related sciences or political sciences, economics, project management, international relations, development studies, social science, sociology, humanities or relevant field and with over 4-year work experience with at least 2 years 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

- Master's 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: 25 August 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.
- 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 photo.