

## JOB VACANCY ANNOUNCEMENT

<b>Job Title:</b> Communication and Advocacy Coordinator	<b>No. of positions:</b> 01
<b>Location:</b> Male', Maldives with occasional travel	<b>Job requisition No:</b> TM/JR/2024/007
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 15 October 2024
<b>Remuneration:</b> MVR 17,710 /- (take-home)	<b>Closing date:</b> 24 October 2024 4:00pm (Male' Time)
<b>Duration of Contract:</b> 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 Communications and Advocacy Coordinator will be a core member of the Transparency Maldives team and will be working on developing communications plans and in the implementation and dissemination of communications and advocacy materials. The Communications and Advocacy Coordinator will also undertake communications tasks for the organization in addition to supporting project activities and will report to the Advocacy and Strategic Communications Manager. The position of Communications and Advocacy Coordinator is open to Maldivian locals only.

### 3. Key Roles and Responsibilities

#### a) Communications & Advocacy

- Undertake research on the target groups and beneficiaries related to TM.
- Assist the project teams in research planning, data collection and drafting papers and reports.
- Prepare communication plans for the organization, outlining all the communication activities, the time frame for implementation and the key messages, in close coordination with Advocacy and Strategic Communications Manager.
- Support dissemination of research and global advocacy efforts and develop content and messaging for the TM's online presence including social media and website.
- Coordinate media relations, including drafting press advisories, press releases, coordinating responses to journalists' inquiries and media requests in a timely manner, on aspects related to the projects.

- Develop/produce communication and advocacy instruments and materials for advocacy and awareness-raising campaigns, including social media materials, digital campaign, web content, press releases, media briefings and appearances, talking points, op-eds and/or policy working papers as necessary, in close collaboration with Advocacy and strategic communications Manager, on all aspects related to the projects.
- Act as the assistant liaison officer for media and press, manage press lists, manage media requests and appearances, stay up to date about trends in the media landscape.
- Keep abreast of trends on the issues relevant to TM, particularly focusing on corruption, good governance, human rights and social issues and collate regular updates.
- Maintain a library of media articles and other information relevant to the organization and the projects.
- Organize and coordinate stakeholder meetings to share required information and support in structuring advocacy campaigns.
- Under the guidance of Advocacy and Strategic Communications Manager and Grants and Learning manager support to develop Monitoring, Evaluation and Learning (MEL) indicators related to strategic advocacy and communications and ensure timely collection, reporting and review of MEL data.

#### **b) Project Coordination**

- Assist the project teams in conducting required research related to the communication and advocacy strategies of projects.
- Under the guidance of the Advocacy and Strategic Communications Manager, and project teams, develop scope of work and concept notes and milestone reports on activities supported by the staff.
- Provide timely feedback to project managers on communication and advocacy strategies and activities. Keep abreast of development in project progress and assist the project teams with communication strategies and recommend tools that further enhance the impact of each project including those of subgrantees.

#### **c) Organizational**

- Travel to islands when requested to conduct workshops, and international events/seminars when requested.
- Represent TM at international conferences, panel discussions seminars and other events.
- Support other project teams where assistance is required.
- Contribute/support the development of Annual Reports and other broader organizational reports
- Support core areas of TM such as elections observation and advocacy initiatives around key focus/thematic areas.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.

#### **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:**

- Diploma in communication, journalism, marketing, digital media studies, public relations, social sciences, political science or any other related fields with a minimum 3-year work experience with at least 2 years' work experience in communications, communication strategies and developing campaigns or in a related field.

OR

- Bachelor's degree with minimum 1 year work experience in communications, communication strategies and developing campaigns or in a related field.
- Familiarity managing websites and social media platforms
- 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 and graphics designing software such as Adobe packages and Canva
- 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.
- 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:** 24 October 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.
- 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.*

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