

TERMS OF REFERENCE

Position title:	Project Officer / Deputy Manager
Location:	Male', Maldives.
Contract duration:	Initial 6 months, with extension of up to 1 year upon review.
Application close date:	Tuesday 27 May 2008.
Position start date:	Early June 2008, some flexibility possible.
Salary package:	Negotiable base salary. Pension & medical allowance.
Position requirements:	Negotiable 40 hour working week, with required availability of some Saturdays and some evenings during the week to conduct training workshops for NGOs.
Reference Code:	PODM022008

I. Organizational Context

Organisational vision

People's Foundation Maldives (PFM) is a politically independent, not-for-profit, registered, non-government organisation that works towards a just and inclusive society in Maldives and South Asia.

Organisational mission

People's Foundation Maldives aims to:

- Strengthen the capacity of civil society in the Maldives,
- Encourage Maldivian civil society engagement with local, regional and international communities,
- Support & develop civil society projects or activities,

by providing a comprehensive range of training, support services and other initiatives, which reflect the priority needs of emerging civil society actors and organisations who share the vision, mission, values and principles of PFM.

The **NGO Strengthening Pilot Project** is currently the key focus of People's Foundation Maldives. Preparatory work has been undertaken since late 2007, culminating in full implementation of the Pilot Project to begin in June 2008.

The Overall Project Objective is to strengthen the local NGO sector and civil society in Maldives.

Specific Project Objective/s are:

1. To build the capacity particularly of local NGOs and also civil society.
2. To work towards strengthening the enabling environment of particularly NGOs and also civil society.

Primary beneficiaries are local Maldivian NGOs, and possibly also other civil society organisations that are a) emerging, b) would like to be supported in their development, and c) which share the vision, mission, values and principles of People's Foundation Maldives.

A diverse range of activities will be undertaken in order to achieve the NGO Strengthening Pilot Project Objectives. These include:

- Design and conduct of structured group training workshops
- Provision of one-on-one guidance and follow up to training workshops
- Creation and compilation of resources relevant to Maldivian NGOs
- Dissemination of NGO resources through People's Foundation Maldives website, electronically, postal, in-person and other methods
- Advocacy for an enabling environment and increased opportunities for local NGOs to positively contribute to the development and progress of Maldives
- Facilitation of arts, culture and media activities for civil society development
- Facilitation of partnerships and mentoring arrangements to benefit Maldivian NGOs

II. Purpose of the Position

Depending on the qualifications, experience and competencies of the successful candidates, the individual will commence either as Project Officer or as Deputy Manager of People's Foundation Maldives (PFM). The intention of PFM is to develop its national staff to take on increasing leadership and management responsibilities of both the NGO Strengthening Pilot Project and PFM within 3 to 9 months of recruitment. The current international Executive/Training Manager is an interim appointment only, with the aim of replacement with Maldivian national in this position as soon as appropriate.

The Project Officer and Deputy Manager will be critical to the design, implementation and evaluation of the NGO Strengthening Pilot Project and the daily/strategic management of PFM.

People's Foundation Maldives is a recently established NGO but it has a strong base of support and well-developed strategies. All staff are needed to actively contribute to its successful development.

III. Key Areas of Responsibility and Functions

Reports to: Interim Executive/Training Manager, People's Foundation Maldives

Supervisory responsibilities: Possible, dependant on experience and competencies.

Summary of key duties:

Organisational strategies and work plan implementation

- Contribute to the design and effective implementation of the result-oriented strategic plan for People's Foundation Maldives and the NGO Strengthening Pilot Project;
- Ensure accountability of your actions and contribute to ensuring overall accountability of PFM.

Project/Activity Planning and Implementation

- In collaboration with the Executive Manager and relevant PFM members, design/develop and implement projects/activities.

Fund Raising and Grant Management

- In consultation with Executive Manager and relevant PFM members, liaise with donors, ensure drafting of proposals/budgets and reports, and participate in managing grants appropriately.

Financial Management

- Ensure timeliness and completeness in your contributions towards financial reports or requests to donors and PFM;
- Ensure that financial resources in your control are cost effectively utilized and avoid funding shortfall in your implementation of activities in accordance with budget and proportions issued.

Human Resource Management

- Assist the establishment and implementation of PFM's human resource policy;
- Support PFM's commitment to providing its staff with a positive, professional and supportive internal work environment.

Administration Management

- Ensure effective administration of activities/responsibilities relevant to you.

Representation of People's Foundation Maldives

- Develop and maintain a positive and constructive working relationship with beneficiaries, partners, donors, host government, other organisations, as well as staff and members.

Communications and Authorizations

- Ensure that proper channels of communication are maintained and respected between yourself as PFM staff and beneficiaries, stakeholders, donors, partners. Flag in timely manner any concern of communications between PFM and others.

Fulfilment of additional responsibilities as required by Executive/Training Manager or Executive Committee

IV. Key Results Expected – Outputs

Within the first month of employment, a detailed work plan for your position will be discussed and mutually agreed upon by yourself and your direct supervisor, PFM's Executive Manager. This work plan will list key results expected.

V. Person Specifications

Education

Essential	Desirable
<ul style="list-style-type: none"> Diploma in relevant field. 	<ul style="list-style-type: none"> First or postgraduate degree in relevant field.

Experience

Essential	Desirable
<ul style="list-style-type: none"> Minimum 3 years in project and/or organisational management. Some experience in either a teaching or training position, or designing/conducting workshops. Demonstrated experience in project design and management; strategic planning and implementation; organisational coordination. Demonstrated experience in monitoring and evaluation of performance/effectiveness through activity indicators and budgetary measures. Demonstrated experience in writing proposals/reports and delivering in-person presentations at a high standard. 	<ul style="list-style-type: none"> Qualification in teaching or training. Experience with non-government or inter-governmental organisations such as community organisations, voluntary associations, professional member bodies, UN agencies, international NGOs. Management of a small team of staff or volunteers.

Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> ● Demonstrable skills and knowledge in NGO and/or project design and management. ● Versatile and well-developed spoken and written communication skills in both English and Dhivehi to a professional standard. ● Flexible and sensitive interpersonal skills. ● Able to build positive and constructive working relationships with a diverse of people from a wide spectrum of organisations whether government departments, UN agencies, Maldivian NGOs, international organisations, Male' and island-based communities. ● Strong organisational and coordination skills. ● Strong ability to meet timelines. 	<ul style="list-style-type: none"> ● Demonstrable understanding of adult learning and training methodologies. ● Demonstrable understanding of creative approaches to capacity building.

Other requirements

Essential	Desirable
<ul style="list-style-type: none"> ● Genuine sharing of PFM's vision and mission. ● Prioritises beneficiaries' needs and their empowerment. ● High level of professionalism. ● Able to effectively use Word, Excel, internet, Powerpoint and information technology. 	<ul style="list-style-type: none"> ● Track record in genuine interest and commitment to supporting the strengthening of NGOs and civil society in Maldives and/or elsewhere.

Application process:

Before applying, please ensure you have read the Terms of Reference, description of People's Foundation Maldives (PFM) and profiles of key members on our website www.pfmaldives.org

Please email us your application in English **by Tuesday 27 May**.

1. Cover letter (max. 1 page) explaining why you feel you are suitable,
2. Updated CV / resume' (max. 3 to 4 pages) – including level of computer skills and standard of written/oral English and Dhivehi,
3. Contact details of 2 to 3 professional referees (related to your employment, academic or voluntary experience) and please state their relationship to you.

Please do not hesitate to email us if you have any questions.

Contact People's Foundation Maldives at info@pfmaldives.org