



Terms of Reference

Project Coordinator, Countering Violent Extremism (full time)

Maldivian Democracy Network (MDN)

MDN

The Maldivian Democracy Network (MDN) is a non-partisan NGO which aims to promote human rights, tolerance and the values and principles of democracy in the Maldives. We undertake a wide range of activities under our mandate, including awareness raising, monitoring, reporting, lobbying and advocacy. Although based in the capital Male', MDN is active across the country conducting workshops, trainings, monitoring and advocacy activities in various atolls.

Project Coordinator

Tasks

- a) The Project Coordinator shall be in charge of implementing specific projects;
- b) Maintain financial and other project related records according to the Financial Procedures of MDN;
- c) Develop a delivery schedule for assigned tasks;
- d) Ensure and monitor the timely delivery of project activities;
- e) Coordinate logistics of the project including workshops, travel and related activities with the assistance of the Admin and Finance Officer;
- f) Prepare timely project progress reports and end of project reports.

Minimum qualification required

- a) GCSE Ordinary Level: C pass in English & Dhivehi Language and Mathematics;
- b) GCSE Advanced Level: 3 passes;
- c) 3 years of work experience.

MDN welcomes applications from energetic, open minded and dedicated team builders to join us to promote human rights, tolerance and democracy in the Maldives. Please send your expression of interest and CV or resume' **before the close of business on 20th October 2016, Thursday**, to:

By e-mail: admin@mdn.mv

Postal mail: 4-B, H. Hulhugali
Kalhuhuraa Magu, Male'

Call us on +960 3343609 for more information.

A Decade of Rights Advocacy