

Job Advertisement
Project Coordinator – TI – Netherlands
European National Integrity Systems Project (ENIS)

Introduction

Transparency International (TI) is a global civil society organisation leading the fight against corruption. Through more than 90 chapters worldwide and an international secretariat in Berlin, Germany (TI-S), TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

TI - Netherlands is a fully accredited National Chapter of the Transparency International movement. A small, still volunteer-based NGO, TI - Netherlands works on a range of issues relevant in the national context.

In 2011-2012, TI - Netherlands along with a number of other members of the TI movement, will participate in a European-wide project to make a complete assessment of the National Integrity Systems of 23 EU Member States and to advocate for sustainable and effective reform across the Union. Largely financed by the European Commission (EC), and coordinated by the Transparency International Secretariat (TI-S), the project aims at ensuring the proper functioning of key national institutions that may have the capacity to promote integrity and prevent corruption and abuse.

In the context of this project, TI - Netherlands is looking for a multi-skilled project coordinator to help drive its implementation of the ENIS project in the Netherlands. The successful candidate will need to be a dynamic self-starter that can draw together the different strands of the project, synthesise them, and push for impact and results, while ensuring overall compliance with the donor and Chapter requirements.

To find out more about the Transparency International movement and TI - Netherlands, please visit the respective websites www.transparency.org and www.transparency.nl. For more on the European National Integrity Systems (ENIS) assessment methodology, see the websites of Transparency International and of Transparency International – Netherlands.

Position: Project Coordinator – ENIS

Engagement: 80 workdays in 2011 and 100 workdays in 2012

Location: not too far from the Hague, the Netherlands

Remuneration: Approx. €130/day (inc. income tax and social charges)

Reporting line: Mr. Alphons Ranner, Member of the Board of TI - Netherlands

Starting date: As soon as possible (in principle must be available for project kick-off meeting: 31.01.11-03.02.11)

Position: Project Assistant – ENIS

Engagement: 25 workdays in 2011 and 45 workdays in 2012

Location: not too far from the Hague, the Netherlands

Remuneration: Approx. €100/day (inc. income tax and social charges)

Reporting line: Mr. Alphons Ranner, Member of the Board of TI - Netherlands

Starting date: As soon as possible

Key Responsibilities

The primary tasks of the ENIS project coordinator will include:

1. Planning and coordination of the ENIS assessment
 - Support to and convening of the national advisory team
 - Selection and supervision of the research consultant and reviewer
 - Participation in the quality control of the study
 - Organisation of the National Stakeholder Workshop
 - End-to-end management of the publication process
2. Concerted advocacy on the report and its findings with a view to sustainable change
 - Facilitating the development of the national advocacy strategy
 - Organisation of the report launch, follow-up meetings and events
 - Building of strategic partnerships
 - Coordination/ preparation of policy papers
 - Media work, online communications and social media
 - Public submissions, advocacy publications and other activities as necessitated by the strategy
3. Active contribution to the regional dimension of the project, and collaboration with the other project partners
 - Attendance of regional planning meetings (x3), and participation in regional project management and planning
 - Input into the development of a regional summary report and policy papers
 - Advocacy, promotion and dissemination of the regional report
 - Contribution to effective knowledge management and learning
4. Ensuring effective financial management, reporting and control, in line with the organisation's contractual obligations, and best practice principles of transparency and efficiency (*critical*).

5. Fundraising to meet the matching fund requirements of the donor, and for follow-up activities, including beyond the lifespan of the project
6. Implementation of the project's monitoring & evaluation framework, including periodic reporting
7. Regular and open communication with other project partners and TI-S
8. General direction and leadership for the project, and performing other such tasks as necessitated for its successful implementation

Knowledge, experience and skills

TI - Netherlands will look for the following key attributes in a successful candidate:

- At least 3 years project management experience, preferably at national or international levels
- Demonstrable knowledge of, or proven experience in, campaigning and advocacy tools and techniques
- Sound understanding of financial management and control, including previous budgetary responsibility. Previous experience with EC grant management and projects implementation a distinct advantage
- Highly developed relationship management and intercultural communication skills
- Knowledge of current anti-corruption discourse and good governance issues a distinct advantage
- Previous NGO experience an advantage
- University degree in relevant field (e.g. law, economics, political science, business administration, development studies etc.)
- Commitment to civil society anti-corruption work and TI Principles and Values
- Fluency in English and Dutch (oral and written)
- Computer literacy, including advanced Microsoft Office (Excel, PowerPoint, Word)
- Ability and willingness to travel
- Openness, pro-activity and capacity for independent work

The primary tasks of the ENIS Project Assistant will be to provide support to the Project Assistant

To apply:

Qualified candidates should submit detailed curriculum vitae with a cover letter describing their adequacy and suitability for the role to apranner@transparency.nl

The application should be submitted in Dutch, with the subject line indicating your full name and the job title.

The closing deadline for applications is 14 January 2011. Applications received by this date will take priority; however, late applications will be considered if the position has not been filled.

The successful candidate must be available for a face to face interview between 17 and 19 January. It is anticipated that the final selection will be made by 21 January 2011.

Transparency International is an equal opportunity employer.

We thank all applicants for their interest but only short-listed candidates will be contacted.