



**TRANSPARENCY
INTERNATIONAL
FIJI**

Expression of Interest

Rapporteur Services

*Strengthening TI Fiji, to ensure its effectiveness and efficiency in the implementation of its role, will be realized when the staff, members and Board of TI Fiji convene from **November 20-22, 2013** for its **Monitoring, Evaluation & Learning Workshop**. With the assistance of the **Pacific Institutional Networking Strengthening Programme**, TI Fiji Board and Staff will be able to be trained and upskilled on the MEL system that it envisages as very important in its national and regional activities.*

TI Fiji is seeking the services of a rapporteur,

- *to help us with the reporting and collation of materials into a comprehensive report
- *who is professional,
- *who is friendly, and
- *who is able to receive and transfer information received during the workshop and effectively record
- *to provide both soft and hard copies of such.

The ability to write, type, collect and compile discussions into a readable format is required.

Remuneration of \$50/day, writing materials and laptop will be provided.

If you are interested, send your CV, interest letter and previous reports done to oa@transparencyfiji.org. Interest closes on Monday 12 noon, 18 November 2013.