

Vacancy Announcement

Post: Branch Assistant – Gaafu Alifu (Based in Villingili)

Required: 01

Contract type: Fixed term and full time

Salary: MVR 5000 - 6000 (depending on qualification and experience)

Reporting to the Branch Coordinator or as designated, Branch Assistant will:

- Support implementation and management of the programme activities in the Branch;
- Facilitate to carryout activities of the Branch as directed by the Branch Coordinator;
- Ensure that the programmes are being implemented timely and effective manner;
- Assist to coordinate with Units and HQ to implement programmes and activities of the Branch;
- Assist to produce reports (such as monthly report, programme reports etc.) to be submitted to HQ according to set standards;
- Support in planning and conducting training and development opportunities necessary for successful volunteering to implement programmes
- Assist in managing and providing necessary support to the programme based Volunteer Leaders in different units;
- Monitor the implementation of programmes in the Branch and provide necessary support required;
- Assist Branch in maintaining membership and volunteer data and report to HQ accordingly;
- Maintain good relations with Units to implement programmes and activities;
- Ensures office upkeep (to include basic office supplies, preparation of request and requisitions to support activities);
- Assist in organising meetings for the Branch;

Target Profile and Skills:

- Should be a Maldivian citizen;
- A Minimum of O- level;
- Having worked in a similar kind of post previously;
- Good communication skills and a friendly attitude;
- Data Gathering, and Organization;
- Good written and oral communications skills;
- Good word-processing & IT skills;
- Honesty and reliability with excellent organisational skills;
- Ability to work on their own initiative and to tight deadlines;
- Flexibility and adaptability to juggle a range of different tasks & to work extra hours to meet deadlines;
- An understating of confidentiality issues and the use of discretion.

Interested candidates can look at a detailed vacancy notice at www.redcrescent.org.mv or email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title on both the letter** of intent and envelope, with CV's should be submitted addressed to **Aishath Noora, Secretary General of MRC, 4th Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 12:00 PM on 10 July 2016. Only short listed candidates will be contacted and should be available for interviews July 2016.