

Ref No.: MRC-AD/IUL/2017/007

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Communications & Resource Mobilization Officer**

Required: **01**

Contract type: **Fixed term and full time**

Salary: **MVR 11,300 to 17,000** (depending on qualification and experience)

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Purpose

The Communications & Resource Mobilization Officer is responsible for the development, implementation and monitoring of the communications strategies of Maldivian Red Crescent. The Communications Officer must be creative in his/her work and deliver appropriate materials for each targeted group.

Reporting to the Head of Communication and Resource Mobilisation, the Communications & Resource Mobilization Officer will:

- Develop and implement the Communications and Resource Mobilisation Strategy and annual plans for MRC that is in line with MRC's Strategic plans and other development plans with the support and guidance of the Communication and Resource Mobilisation Manager.
- Coordinate media relations, including drafting press advisories, press releases, coordinating press interviews, monitoring media coverage, coordinating responses to journalists' inquiries and media requests in close collaboration the Communications and Resource Mobilization Manager.
- Management and support in updating the Maldivian Red Crescent website and social media pages such as Facebook and Twitter etc.
- Liaise with community mobilisation, programme, & branch teams to identify & document human interest/learning stories and also support in organising & coordinating events/exhibitions/conferences /campaigns as required.
- Play a lead role in the production and timely dissemination of annual reports and other regular analytical reports that summarize news related to the organisation and its activities, such as the quarterly MRC newsletter and the MRC Monthly Update.
- Identify the most effective means of communicating with each of our audience groups (programme participants, Government of Maldives, the Federation & Participative National Societies, development stakeholders, wider community) and produce materials as and when required.

- Monitoring local media, being fully aware of news regarding MRC programmes and the humanitarian field and keeping the Communication and Resource Mobilization informed and assisting in managing responses.
- Support the Communication and Resource Mobilisation Manager in the launching and management of emergency appeals for resources, financial and in kind. Develop and maintain close links with the local print and electronic media to promote coverage of MRC activities.
- Introduce and implement innovative means of generating funds for the fulfilment of MRC objectives.
- Ensure effective working relationships with National Society counterparts and leadership and also be able to train and build resource mobilisation capacity in of staff, branches and volunteers.
- Establish and maintain relations with corporate partners and promote corporate membership.
- Draft speeches, or other promotional materials to increase awareness of the causes, missions, and goals of organisations seeking funds.
- Travel to branches to support them in implementation of RM Activities and to develop their capacity.
- Provide any support as required.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum diploma in media studies, communications or related field
- Minimum one year experience in a similar role
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;
- Commitment to shared values and building organizational capacity;
- Excellent interpersonal skills, with ability to relate with a diverse group of staff, members, volunteers and beneficiaries;
- Able to travel within Maldives frequently;
- Commitment to social justice and humanitarian principles.

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent, National ID card copy, CV with any relevant certificates should be submitted addressed to **Aishath Noora Mohamed, Secretary General of MRC, 1st Floor, M. Orchid Vaadhee, Fareedee Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 16:00 PM on 18th May 2017. Only short listed candidates will be contacted and should be available for interviews in **May 2017**.