

Ref No: MRC-AD/IUL/2016/017

Vacancy Announcement

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

Post: **Executive Secretary**

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

To assist the Secretary General in making the best use of his/her time by dealing with secretarial and administrative tasks. The Executive Secretary ensures and provides support to the proper functioning of MRC governance system. This encompasses the management of MRC membership pool as well as elected governance members at all levels and ensure statutory requirements are met within stated time frames in the Statutes and Rules of Procedure. Further, Executive Secretary also supports the branches in strengthening its governance functions in accordance with the Statutes and Rules of Procedures.

Reporting to the Secretary General, Executive Secretary will:

Provides administrative support to the Secretary General and Governing Board;

- Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary;
- Dealing with incoming emails, faxes and post, corresponding on behalf of the SG when required;
- Transcribe drafts, proofreads and revise correspondence, memos, agendas, minutes, resolutions and policies;
- Translation of documents (Dhivehi to English and vice versa);
- Assist in finalizing documents such as press releases and monthly reports and other communications which require input from the SG;
- Devising and maintaining office systems, including data management, filing, etc.;
- Arranging travel and accommodation, for SG and Governing Board members for both local and international travels;
- Liaising with the government, other organisations and partners where it is necessary;
- Exhibits ability to constructively deal with conflict and afford effective resolutions;

Prepares for Governing Board and other sub-committee meetings;

- Ensure all relevant documents are prepared, communicated and documented prior to the Governing Board meetings;
- Maintain and update all information /filling on governing board members;
- Support the process of reporting, information-sharing and communication within governing board members and with other relevant bodies;
- Provides administrative support for the completion of documentation of Board agenda items.
- Provides transcription of Board Meeting minutes and communicate as necessary of the decisions;
- Acts as a custodian of Board Meeting minutes, resolutions and other regulated documents such as the Statutes and Rules of Procedure of MRC;
- Disseminate information to department heads and branches regarding changes to documents, policies and procedures;
- Maintain confidentiality at all times;

Provides support to further strengthen the governance function of the branches and MRC as whole;

- Maintain a proper database of members and volunteers of MRC;
- Maintain and update information of all MRC members and ensure due processes are followed;
- Liaise with all branches to ensure the implementation of all governance-related activities within MRC Plans;
- Develop and implement mechanisms to expand the functionality of MRC branches according to set plans/criteria/strategies;
- Maintain and update information of all MRC Governance members (Governing Board, Branch Boards, Unit Boards and other statutory bodies);
- Support the process of reporting, information-sharing and communication within MRC's Governance structure (General Assembly, Governing Board, Branch and Unit Boards and other statutory bodies);
- Ensure that branches adhere to the statutory requirements such as conducting unit/branch board meetings and collect maintain records;
- Develop and conduct induction trainings / ensure induction trainings are conducted for new board members at all level of MRC;
- Continuously seek new ways to develop MRC governance and prepare background research, relevant documentations;
- Provide inputs to plans, proposals and reports as required;
- Works with team spirit with the other members in the team.
- Lead and coordinate the conduct of the General Assembly of MRC as per the statutory requirements;

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum A level / Diploma in a related field;
- Minimum 1 year experience in a similar kind of post previously for at least one year;
- Experience in humanitarian and/ or development work;
- Skills in coordination, mentoring, facilitation and training
- Outgoing and social, and able to build rapport with diverse types and age of people
- Strong Organizational Skills;
- 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;

- Proven ability to coordinate and collaborate with civil society and local government;
- 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 and envelope, ID, Certificates with CV should be submitted addressed to **Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 12:00 PM on 02 June 2016. Only short listed candidates will be contacted and should be available for interviews in **June 2016**.