

SECRETARY GENERAL – MALDIVIAN RED CRESCENT

JOB DESCRIPTION / RESPONSIBILITIES:

Maldivian Red Crescent (MRC) invites fresh applications from the suitable professional candidates for the position on contractual basis based in Male', Maldives.

Reporting to the President and the Governing Board, the incumbent is to implement the decisions of the General Assembly and execute the mandates assigned to him/her by the General Assembly and the Governing Board, also, to direct the Secretariat and be responsible for the execution of the work entrusted to it and is required to maintain effective corporate relations and head the management staff of Maldivian Red Crescent.

He/She will be responsible for the overall leadership and management of the MRC's operational and administrative functions. Working under the guidance of the Governing Board the Secretary General defines organization's strategic vision, and is accountable for its implementation and the results achieved. In addition the Secretary General shall maintain strong relationships with a diverse range of stakeholders both local and international that are important collaborations to MRC. As such he/she should be able to maintain effective interrelation with Government of Maldives, UN Agencies, National and International Organisations, especially with humanitarian organisations. The incumbent should be a Maldivian with a minimum first degree in a related discipline with proven administrative and managerial experience of 05 years. Maldivian Red Crescent being a voluntary humanitarian organisation, the Secretary General has the responsibility and accountability to set the tone for the MRC's internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. He/she must act in the best interests of the MRC in all contexts, and is responsible for ensuring this culture prevails across the organization.

Application should be submitted with full Curriculum Vitae and a passport size photograph along with copies of Educational Certificates and two reference letters, addressed to the President of Maldivian Red Crescent, 04th Floor, Maldives Post Building, and Boduthakurufaanu Magu by **16:00 pm on 15 May 2016**. Only short listed candidates will be called for the interviews and should be available for interviews between 16 - 26 May 2016. Salary is ranging from MVR 30, 000- 35, 000 depending on qualification and experience.

Maldivian Red Crescent
Headquarters, 4th Floor, Maldives Post Building,
Boduthakurufaanu Magu, Male' 20026, Maldives
To get access to a more detailed Job description please visit our website www.redcrescent.org.mv

APPLICATION DEADLINE: 16:00pm Sunday, May 15, 2016