

Vacancy Announcement

Post: Branch Assistant – Noonu (Based in Manadhoo)

Required: 01

Contract type: Fixed term and full time

Salary: MVR 5000 - 6000 (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 spanning all over Maldives. 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.

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;
- Assist in the organisation and maintenance of efficient information management systems (hard copy and electronic) within the Branch;
- To communicate widely with various actors – oral and written interpretation/translation Dhivehi-English/English-Dhivehi;

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;
- 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 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 Mohamed, 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 31 July 2016. Only short listed candidates will be contacted and should be available for interviews August 2016.