

## Vacancy Announcement

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

Post: **Lhaviyani Branch Coordinator (Based in Lh. Naifaru)**

Required: **01**

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

Salary: **MVR 11,300 – 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 purpose of the Branch Coordinator is to manage the branch by ensuring the effective and efficient delivery of Maldivian Red Crescent services based on the needs of the community, through the MRC Units in the Atoll and to act as liaison between the Branch Board and the MRC HQ through the Secretary General. The Branch Coordinator also ensures that support and supervision are extended to the established Units on service promotion and delivery with proper reporting. In addition the Branch Coordinator coordinates mechanism in sustaining the Branch and its Units with a proper fundraising strategy supported by HQ.

### Reporting to the Secretary General (or a designate), Branch Coordinator will:

- Ensures recruitment and orientation of members and volunteers for the Branch and information dissemination is a continuing process;
- Ensure that database of registered members and volunteers is maintained and updated regularly at the Branch level and that information is available as required;
- Ensure implementation of MRC's Volunteer Management System including, but not limited to policies, guidelines, manuals, recruitment and retention strategies and Code of Conduct;
- In consultation with the Branch Board prepare annual plans and budget and ensures implementation of the Branch/Unit activities according to plan;
- Prepare and submit required reports ( Monthly report , Branch Annual report, etc. ) to Branch Board and HQ regularly;
- Reports regularly to the Branch Board services and activities of the Branch.
- Supervises the implementation of fundraising strategies as identified by MRC to support the activities of the Branch;
- Network with other agencies and stakeholders to increase the performance of the Branch functionality;

- Ensures that all income and expenditures are approved by the Branch Board and within the approved budget and are in accordance with the Financial Policies and Procedures;
- Ensures the maintenance of inventory record of all expendable and non-expendable property of the Branch and Units for the proper accounting of MRC property;
- Ensure and Facilitate the statutory meetings that are to be conducted by the Branch and Units;
- Mentor and supervise the staff at Branch level.

**Target Profile and Skills:**

- Should be a Maldivian citizen;
- Minimum A level / Diploma in a related field;
- Minimum 1 year experience in the field of management /administration;
- 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;
- Recognized ability to engage with local communities;
- 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](mailto: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 **Aishath Noora Mohamed, Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

**The deadline for application is 12:00 PM on 07 August 2016. Only short listed candidates will be contacted** and should be available for interviews in **August 2016**.