

Vacancy Announcement

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

Post: **Intern – Event Planning and Administrative**

Required: **01**

Contract type: **Non-Paid, fixed term and full time**

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 International Federation of Red Cross and Red Crescent Societies (IFRC) is the largest First Aid educator and provider in the world. In 2014, more than 15 million people were trained worldwide by 116 National Societies, and for more than 150 years, First Aid has been one of the principle services provided by Red Cross and Red Crescent volunteers.

First Aid is a fundamental skill that can provide effective and rapid interventions to help reduce injury and suffering, and improve the chances of survival of someone in need.

World First Aid day (WFAD) is an annual opportunity to highlight the importance of First Aid around the globe as an act of humanitarian empowerment and as a key component of wider resilience approach; it is an occasion to reach a wider public audience and try to change the way the world thinks about First Aid.

The Intern – Event planning and administrative will report to MRC Head of Communication and Resource Mobilisation and will be mainly looking into planning, organising and reporting of World First Aid day activities.

Reporting to the Head of Communication and Resource Mobilisation, The Intern – Event Planning and Administrative will:

- Support in ongoing planning of WFAD ;
- Communicate and coordinate to assist branches for the event;
- Capture and develop stories from the WFAD event;
- Support the branches in developing the WFAD videos under the guidance of the staff at HQ;
- Ensuring that all the documents required through branches such as, activity plan and a budget is compiled with the final report of the activities by the end;
- At the end of the internship, submit a final report that records key tasks undertaken, and recommendations for the next year's WFAD celebration;
- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles and Code of Conduct.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum of O' Level (at least 3 - 4 passes, credit and above);
- Experience and knowledge of voluntary work;
- Team work: proven through involvement in school extracurricular activities ;
- Excellent oral and written communication in English and Dhivehi language;
- Self-supporting in computers (spreadsheets, word processors, etc.) – Basic MS Windows Pack;
- Proven leadership skills (through school extra-curricular or leadership posts);
- Knowledge in Biology OR First Aid trained;
- Excellent interpersonal skills, with ability to relate with a diverse group of staff, members, volunteers and beneficiaries;
- Result focused and accountability;
- 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;

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 **Aishath Noora Mohamed, 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 28 August 2016. Only short listed candidates will be contacted and should be available for interviews in August/September 2016.