

## Vacancy Announcement

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

Post: **Head of Communication and Resource Mobilization**

Required: **01**

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

Salary: **MVR 20,000 – 25,000** (depending on qualification and experience)

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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 primary purpose of the Head of Communication and Resource Mobilisation is establishing and maintaining income sources for the organization, leading development and implementation of relevant strategies and plans for ensuring a sustainable National Society, facilitating to develop and implement sustainability mechanisms at the Branches and Units of Maldivian Red Crescent, and building and maintaining the image of the organization.

### **Reporting to the Secretary General, The Head of Communication and Resource Mobilisation will:**

- Manage overall MRC Communication and Resource Mobilization Activities
  - Develop strategies, policies, plans and guiding documents to support MRC Communication and Resource Mobilization activities with the support of the CRM team
  - Define goals and deliverables of MRC Communication and Resource Mobilization Department. Continuously assess, monitor and adapt plans to adhere to the MRC vision and mission.
  - Develop implementation plans for achieving Communication and Resource Mobilization objectives with the assistance of the CRM team
  - Prepare revenue budget for MRC on various RM initiatives, as well as support the Branches in developing their income projections and revenue budgets.
  - Plan, track and schedule timelines and milestones using appropriate tools to ensure that goals are being met within MRC Communication and Resource Mobilization activities
  - Proactively manage and review changes in scope, identify potential crises, and devise contingency plans for MRC Communication and Resource Mobilization activities.
  - Continuously evaluate effectiveness of Communication and Resource Mobilization activities, and assess areas for interventions based on assessments, studies, emerging issues and etc.
  - Produce timely reports such as updates, quarterly and monthly reports to be submitted to donors, partners and senior management of MRC according to set standards and procedures

- Provide technical support in the area of Communication and Resource Mobilization activities (to the best of his/her ability) to MRC HQ, branches and units. Pool the support from relevant personnel (internal/external) to MRC
  - Build and maintain relations with local media.
  - Build and maintain relations with potential partners in the corporate sector.
  - Manage/Enhance overall MRC Image and external affairs
- Support MRC unit and branches to conduct MRC Communication and Resource Mobilization Activities
    - Facilitate of MRC units and branches to plan and budget Communication and Resource Mobilization Activities and projects, and support drawing up of specific implementation plans
    - Ensure regular technical support is provided to MRC branches and units with the support of the CRM team
    - Ensure branch and unit level activities are monitored and supported in their development and sustainability
    - Liaise with MRC units and branch leaders, local-government agencies, community-based organisations and non-government organisations in communities and national level to create an enabling environment for MRC Communication and Resource Mobilization Activities
  - Manage the Communication and Resource Mobilization Department Staff
    - Set, communicate and continually manage relevant expectations with team members
    - Establish mechanisms and facilitate capacity building of staff as per need, with immediate and future roles in mind
    - Conduct regular appraisals for the staff and support their development.
    - Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary for effective implementation of activities
    - Identify and resolve issues and conflicts within the team
    - Determine the frequency and content of status reports from the team and analyze results
    - Coach, mentor, motivate and supervise team members and influence them to take positive action and accountability for their assigned work
  - Manage budget(s)
    - Plan and develop budgets for MRC Communication and Resource Mobilization programmes, projects and activities.
    - Manage, monitor, forecast and control MRC budgets as the budget holder for effective implementation
    - Ensure financial accountability from CRM team
    - Identify potential crises, and devise contingency plans and recommend subsequent budget changes where necessary
    - Liaise with Finance department of MRC on budgets
    - Explore different fundraising initiatives and discussions with donors for sustainability of MRC programmes and services
  - Support direct the overall development and management of MRC, as part of the MRC senior management
  - Liaise with other MRC departments areas to improve co-ordination for effective delivery of MRC CRM Activities

- Build, develop, liaise and maintain contact/partnership with government agencies, International Non-Government Organisations (INGO) and Non-Government Organisations within Maldives for possible partnership opportunities
- Provide input or produce to internal and external reports such as Monthly reports, Quarterly Reports, Annual Reports, Donor Reports, Development Operational Report and Annual Appeals
- Take part in local, regional and international forums as per requirement, by Red Cross and Red Crescent movement and other organisations

**Target Profile and Skills:**

- Should be a Maldivian citizen;
- Minimum University Degree in business administration, mass communications or related field.
- Minimum 02 to 03 years- experience in management or senior management role
- 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](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, 01 Floor, Orchid Vaadhee, Fareedhee Magu, Male'** or email to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

**The deadline for application is 12:00 PM on 12 January 2017. Only short listed candidates will be contacted** and should be available for interviews between **15 – 26 January 2017**.