

Vacancy Announcement

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

Post: **Branch Operations Officer for the following Branch;** Required: **01**
Male' Branch (based in Male')

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

Salary: **MVR 11,300 – 12,300** (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 Branch Operations Officer will contribute to the overall management and supervision of the programmes and activities undertaken by the Branch and support the daily functioning of the Branch activities as directed by the Branch Executive/Secretary General.

Key tasks and responsibilities

- Support implementation and management of the programme activities in the Branch;
- 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 Branch in maintaining membership and volunteer data and report to HQ accordingly;
- To communicate widely with various actors – oral and written interpretation/translation Dhivehi-English/English-Dhivehi;
- In consultation with the Branch Board prepare annual plans and budget and ensures implementation of the Branch/Unit activities according to plan;
- Assist with the Branch Executive in the implementation of fund raising 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 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 are conducted by the Branch and Units;

Target Profile and Skills:

- Should be a Maldivian citizen;
- Completed A'level/Diploma
- 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;
- Ability to communicate effectively handle calmly and effectively situations rating from routine to emergency
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- 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 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, 01st floor, Ma.Orchidvadhee, Fareedhee Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 14:00 PM on 15th February 2017. Only short listed candidates will be contacted and should be available for interviews in February 2017.