

Ref no: MRC-CRM/IUL/014

Vacancy Announcement

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

Post: **Internship – CRM**

Required: **01**

Contract type: **Non paid, fixed term and full time**

Background

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.

Key tasks and responsibilities

Under the direct supervision of the Manager – Communications and Resource Mobilization, the intern is expected to;

- Assist in preparing communications materials for the Maldivian Red Crescent
- Assist in conducting research on communications and resource mobilization within and outside the Red Cross Red Crescent Movement
- Provide assistance to the First Aid Officer in coordinating first aid requests and clients
- Assist in preparing and organising paperwork for the unit
- Coordinate activities and daily work as directed by the CRM unit

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum O level (at least 3 - 4 passes, credit and above);
- Excellent oral and written communication in English and Dhivehi language;
- Experience and knowledge of voluntary work;
- Experience in graphics designing
- Self-supporting in computers (spreadsheets, word processors, etc.) – Basic MS Windows Pack;
- Proven leadership skills (through school extra-curricular or leadership posts);
- Team work: proven through involvement in school extracurricular activities;
- Interpersonal relations;
- Result focused and accountability
- Experience in photo and videography would be an added advantage

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, with the letter of intent, ID copy, and relevant certificates along with the CV should be email to info@redcrescent.org.mv addressed to **Aishath Noora Mohamed, Secretary General of Maldivian Red Crescent**.

The deadline for application is 12:00 PM on 25 October 2017. **Only short listed candidates will be contacted and should be available for interviews in October 2017.**