



Ref No.: MRC-AD/IUL/2018/019

Vacancy Announcement

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

Post: **First Aid Officer**

Required: **01**

Contract type: **Fixed term (one year) & full time**
qualification and experience)

Salary: **MVR 11,300 – 13,700** (depending on

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 tasks and responsibilities of the First Aid Officer is to take lead in coordinating and implementing the First Aid Programme of the Maldivian Red Crescent.

Key Tasks

Under the guidance and supervision of Manager – Communications Resource Mobilization and Partnerships;

1. Effective coordination and implementation of MRC's First Aid Programme
2. Effective coordination and implementation of MRC's Commercial First Aid (CFA) Programme
3. Regular coordination of administrative work related to Commercial First Aid
4. Effectively manage a database for First Aid which includes the following information
5. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise
6. Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC

Target Profile and Skills:

- Should be a Maldivian citizen;
- Completed secondary education (O' Level)
- Experience in working in a team
- Translation/Interpretation Dhivehi-English/English- Dhivehi
- Proficient in MS Office (Windows spread sheets, word processing)
- Fluency in written and spoken English and Dhivehi
- Able to carry out detailed and precise work and to follow instructions
- Integrity and high standard of personal conduct
- Good interpersonal skills
- Flexible and adaptable
- Frequent traveling requiring overnight stay

Detailed Terms of Reference below, on the next page.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Ms. Aishath Noora Mohamed, Secretary General of MRC, 2nd floor MRC HQ (Plot 11493), Hithigas Magu, Hulhumale** or email to: info@redcrescent.org.mv

The deadline for application is 16:00 PM on 17th November 2018.

Only short listed candidates will be contacted and should be available for interviews in November 2018.

TERMS OF REFERENCE – FA OFFICER

Job title:	First Aid Officer
Unit/delegation:	Communication and Resource Mobilization Department
Reports to:	Communications and Resource Mobilization Manager
Responsible for:	Developing and sustaining the First Aid Programme of Maldivian Red Crescent.

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, and to prevent and alleviate human suffering. It is part of the world's largest humanitarian movement – the International Red Cross 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 across Maldives. To date, it has established 10 Branches and 20 Units spanning all over Maldives. 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 tasks and responsibilities of the First Aid Officer is to take lead in the coordination and implementation of the First Aid Programme of the Maldivian Red Crescent.

Key tasks and responsibilities

Effective coordination and implementation of MRC's First Aid Programme.

- Develop and coordinate strategic implementation of MRC's First Aid Policy.
- Set, monitor, and periodically review technical standards of the First Aid Programme, including, but not limited to –
 - Training modules
 - Training standards
 - Instructor pathways
- Identify avenues of expansion and diversification of the First Aid Programme and offer guidance to MRC Branches on Branch led First Aid Programmes.
- Organise First Aid trainings (all levels) and refreshers as necessary to maintain a constant pool of First Aiders (all levels).
- Support the Communications Team in the promotion and advocacy of First Aid in Maldives.

Effective coordination and implementation of MRC's Commercial First Aid (CFA) Programme

- Prepare Commercial First Aid annual plans, with clear monthly targets.
- Strategically plan out trainings and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximising the resources available.
- Facilitate First Aid training sessions for MRC's clients.
- Identify avenues of expansion and diversification of CFA and provide support in incorporating them within the annual plans.
- Identify potential new clients and avenues to engage with new clients.
- Manage, mobilise, and allocate trainers as appropriate for trainings.
- Monitor and review quality of the First Aid services provided by the First Aid Trainers through participants.
- Evaluations and monthly debriefing sessions.
- Manage the sales of First Aid Kits.
- Support the Communications Team in the promotion of MRC's Commercial First Aid Programme.

Regular coordination of administrative work related to Commercial First Aid

- Manage payments and issuance of certificates after completion of all trainings on a timely manner.
- Set mechanisms to monitor and report on First Aid activities and income generated monthly, quarterly, and annually.
- Submit monthly Commercial First Aid reports.
- Manage all first aid related documents in a sustainable and effective manner.

Effectively manage a database for First Aid which includes the following information

- Maintain an updated database of all the first aid trainers, trainees, and first aid equipment available in MRC.
- Maintain a database which has information on the available first aid materials (contents of first aid kits), and prepare plans to procure before stock runs out.
- Actively contribute to and take part in MRC activities when required and within his/her area of specific expertise.
- Participate in meetings and workshops within the context of First Aid implementation and broader humanitarian work of MRC.

Duties applicable to all staff

- Abide by and work in accordance with the Red Cross Red Crescent Fundamental Principles.
- Actively work towards the achievement of MRC's Strategic Priorities.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

	Required	Preferred
Education/Qualifications		
Completed secondary education (O' levels)	x	
First aid trained		x

	Required	Preferred
Experience		
Experience of work within the Red Cross and Red Crescent Movement		x
Experience in working in a team	x	
Translation/Interpretation Dhivehi-English/English-Dhivehi	x	

	Required	Preferred
Skills/Knowledge		
Proficient in MS Office (Windows spread sheets, word processing)	x	
Fluency in written and spoken English and Dhivehi	x	
Able to carry out detailed and precise work and to follow instructions	x	

Competencies

Integrity and high standard of personal conduct.
 Good interpersonal skills.
 Flexible and adaptable.
 Results focused, independent and able to take initiative.

Special Circumstances

Frequent traveling requiring overnight stay.