

## Job Description

<b>Job title:</b>	Admin and Logistics Officer
<b>Unit/dept/delegation:</b>	Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager, Admin, Finance and RM
<b>Key Responsibility:</b>	To support the implementation and coordination of MRC's administrative and logistical procedures.

### Background

The Maldivian Red Crescent (MRC) 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 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 Admin and Logistics Officer is to provide support towards the implementation of MRC's administrative and logistical procedures.

### Key tasks and responsibilities

#### 1. Logistic and Procurement Tasks:

- Procurement of all MRC equipment and relief supplies as per the procedures and guidelines, and ensuring all documentation are up to full audit trail standard;
- Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation.
- Undertake, complete and assist in specific procurement projects and provide ongoing monitoring as required including working with budget managers throughout Annual Plan Budgeting processes;
- Arrange customs clearance for stocks and supplies;
- Establish and maintain stock management procedures
- Plan, organise and maintain any stores/warehouses containing MRC stock up to standards, providing timely stock reports to Finance Department.
- Manage fixed assets and all insurance policies of the fixed assets ;
- Provide staff with training on MRC procurement systems and processes to a knowledge level relevant to their position;
- Create and maintain good relationships with vendors/suppliers;
- Negotiate the best deal for pricing and supply contracts;
- Assist in the preparation of tender documents to ensure the production of realistic and commercial tenders
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- Ensure that Fleet Management procedures are applied and respected;
- Provide staff with training on MRC logistic processes to a knowledge level relevant to their position;

2. Support Administrative tasks and office management
  - Maintain the central filing system, general database and archive;
  - Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis;
  - Provide administrative support for matters relating to the premises and operations including security, insurance and transport;
  - In cooperation with Office Assistant, ensure office is clean, secure and presentable.
3. Support Human Resource Management of MRC
  - Coordination of staff recruitment, appraisals and exits.
  - Support Manager in ensuring that clear and transparent procedures for general administration, evaluations, disciplinary measures and grievance procedures for staff in place.
  - Ensure all new staff receive proper briefing and orientation.
  - Effectively monitor and maintain staff records.

### **Duties applicable to all staff**

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- 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.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

### **Qualifications, Skills and Competencies**

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#### **Academic Qualification**

A'level qualification or equivalent.

#### **Experience**

Minimum 1-2 year experience in a similar role or work environment.

Experience of a wide variety of logistics roles and activities, including procurement, contracting, transport management, warehouse management, stock control, distribution, event management and customs clearance.

#### **Skills and Competencies**

- Be capable of working independently in collaborative team environment.
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, in order to set priorities, organize work load, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet;
- Able to build rapport with diverse groups in the community.

#### **Contract and Salary**

Contract Type: Yearly contract basis.

Monthly Salary: MVR 10,050 – 11,300

#### **Application**

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card

Applications must be emailed with job title in subject to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv) addressed to Secretary General, Aishath Noora

**Deadline: The deadline for application is 12 :00 PM on 23 March 2019. Only short-listed candidates will be contacted for interviews.**