

Ref No.: MRC-AD/IUL/2019/063

## Vacancy Announcement

<b>Job title:</b>	Programme Assistant, Seenu Branch
<b>Unit/dept/delegation:</b>	Seenu Branch, Maldivian Red Crescent Seenu Branch Office, Addu
<b>Reports to:</b>	Manager, Seenu Branch
<b>Key Responsibility:</b>	To support the implementation and coordination of Seenu Branch programmes, services and operations.

### 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 Programme Assistant is to provide support towards the implementation of MRC's Seenu Branch operations and programmes.

The Programme Assistant will work under the supervision of the Branch Manager in the Seenu Branch.

### Key tasks and responsibilities

1. Support the Branch Manager in the implementation of Branch Plan and programmes.
  - Support towards effective coordination between units on Branch programming
  - Support in organising logistics and other arrangements for implementation of activities.
  - Support in monitoring programme implementation, budget utilization and ensure regular reporting to Branch Board and HQ, and preparation of quarterly reports and donor reports as required.
  - Support towards collection of statistics and data on the indicators and targets in the annual and strategic action plan.
2. Support towards regular operations of Seenu Branch
  - Assistance in day-to-day operations of the branch including logistics management, information management, organising meetings, office up-keep etc.
  - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc
  - Research and implement innovative methods towards enhancing delivery of humanitarian services.
  - Support the resource mobilization efforts of Seenu Branch.
  - Support the Communications efforts related to programmes and services in Seenu Branch.
3. Support towards emergency management and coordination
  - Whenever need be, support the coordination of emergency response planning and execution.
4. Support in member and volunteer management of Branch
  - Assist Branch in maintaining membership and volunteer data.
  - Assist Branch in ensuring regular communications and coordination with members and volunteers

## **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**

O'level qualification.

### **Experience**

Experience working in teams and organizing community activities.

### **Skills and Competencies**

Microsoft Office skills (spreadsheets, word processors, etc.)

Organised and attention to detail.

Integrity and high standard of personal conduct

Results focused and dedicated.

Able to build rapport with diverse groups in the community.

## **Contract and Salary**

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Contract Type : Yearly contract basis.

Monthly Salary : MVR 7000 - 8200

## **Application**

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Applications must contain:

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

Applications must be emailed with job title in subject to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

**Deadline : The deadline for application is 12:00 PM on 03<sup>rd</sup> August 2019. Only short-listed candidates will be contacted for interviews.**