

Ref No.: MRC-AD/IUL/2019/075

Vacancy Announcement

Job title:	First Aid Trainer
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	First Aid Officer
Key Responsibility:	Facilitating First Aid Trainings for MRC

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 a First Aid Trainer is primarily (but not exclusively) to facilitate and coordinate the Commercial First Aid Services of MRC.

Key tasks and responsibilities

- Facilitate First Aid Training sessions for MRC (both in Male' and outside).
- Prepare and maintain the training materials necessary for the First Aid Trainings
- Assist First Aid Officer in below tasks:
 - Implementation and development of first aid program.
 - Issuance of certificates after completion of all trainings.
 - Maintaining and updating First Aid trainee database.
 - Mobilise and allocate trainers as appropriate for trainings.
 - Maintain regular contact with clients through email and phone.
 - Manage and allocate resources for trainings in an effective manner.
 - Manage all First Aid related documents in a suitable and effective manner.
 - Prepare and submit monthly, quarterly or annual updates as required for First Aid activities.
- Provide inputs to plans, proposal as required.
- Actively take part in MRC's activities when required within his/her area of specific technical expertise.
- Participate in meetings, workshops within the context of First Aid implementation.

Duties applicable to all staff

- 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

Academic Qualification

O 'level qualification or equivalent.

Experience

Prior experience in conducting First Aid Training.

Travel Requirement

- Must be able to travel out of Male' frequently.

Skills/Knowledge

- Excellent organizing ability in event management and planning.
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Be capable of working independently in collaborative team environment.
- Able to carry out detailed and precise work to follow instructions

Other Competencies

- Teamwork.
- Integrity and high standard of personal conduct.
- Initiative and self-Management.
- Good interpersonal and motivational skills.
- Flexibility and adaptability.
- Results focused and accountable.

Contract and Salary

Contract Type: Yearly contract basis.

Monthly Salary: MVR 8,000 – 10,050

Application

Applications must contain:

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

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

Deadline: The deadline for application is 15:00 PM on 12th September 2019. Only short-listed candidates will be contacted for interviews.