

Ref No.: MRC-AD/IUL/2019/105

Vacancy Announcement

Job title:	Manager- Finance, Admin and Resource Mobilization
Unit/dept/delegation:	Finance, Admin and Resource Mobilization, Maldivian Red Crescent
Reports to:	Secretary General
Key Responsibility:	To support the Maldivian Red Crescent (MRC) at different levels to ensure development of the NS in a sustainable manner, with strong administrative and financial systems in place, and in accordance with the vision, mission and strategic priorities of the MRC.

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 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 Manager- Admin, Finance and Resource Mobilization will support the Maldivian Red Crescent (MRC) at different levels to ensure development of MRC in a sustainable manner and in accordance with the vision, mission and objectives of MRC. The Manager will bring transformational changes to MRC with the goal of establishing a better functioning MRC with sound and efficient administrative and financial systems and procedures and effective human resource development and management, that takes into account the branch and national presence of MRC, and the inclusivity of staff, volunteers and members across the nation. The Manager will also work with MRC Leadership to strengthen MRC's auxiliary role to the public authorities, and to strengthen the sustainability of the National Society to be a reliable body in providing humanitarian services at the community level and nationwide.

Key tasks and responsibilities

1. Monitor financial health and strengthen organizational sustainability of MRC;
 - a. Provide regular analysis of MRC's budget against envisioned targets and provide regular reports to the management team and oversight bodies.
 - b. Develop strategies and guiding documents to support MRC Communication and Resource Mobilization activities
 - c. Strengthen sustainability of MRC's programmes, services and overall operations by increasing diversified and reliable sources of income. Support branches in strengthening the sustainability of their operations.
 - d. Lead MRC's annual planning and budgeting process and strategize means of achieving the envisioned budgetary and revenue generation targets.
 - e. Represent MRC in regional/ global networks related to fundraising and resource mobilization, such as the Asia Pacific Fundraisers Network. Correspond with IFRC and National Society bodies in building networks, learning and sharing best practices on resource mobilization.

2. Ensure that clear and transparent Finance procedures and policies are in place, maintained, and to monitor adherence to them.
 - a. Ensure accurate Accounting, Authorisation & Internal control procedures are in place at all time.
 - b. Monitor movement of funds and financial assets of the MRC.
 - c. Compile MRC's budgets and financial plans (annual appeal, regular revisions, and emergency appeal budgets as required).
 - d. Regular engagement with the Finance Commission to strengthen financial processes and practises.
3. Manage and strengthen human resources of MRC;
 - a. Oversee human resource management system of MRC.
 - b. Support MRC branches to effectively manage human resources, including recruitment, capacity building and retention of staff and volunteers.
 - c. Strengthen staff appraisal system, and take responsibility for ensuring annual appraisals
 - d. Design and roll-out staff, volunteer and member induction programmes.
 - e. Develop supportive HR policies and procedures as required.
4. Ensure that administrative and logistical support systems are in place for smooth and efficient running of programmes. This includes regular monitoring of day-to-day operational support systems and as required, strategizing on innovative ways to enhance operational service delivery.
5. Manage and supervise Department Staff ;
 - a. Provide leadership and support to the team in setting and meeting with department targets.
 - b. Facilitate capacity building of staff as per need, with immediate and future roles in mind
 - c. Conduct regular appraisals for the staff and provide regular feedback to improve performance.
 - d. Facilitate an enabling and productive team environment.
 - e. Mentor, motivate and supervise team members to ensure accountability as individuals and as a team.

Duties applicable to all staff

1. Actively work towards the achievement of the Maldivian Red Crescent's mission, vision and strategic priorities.
2. Abide by and work in accordance with the Fundamental Principles and Maldivian Red Crescent Code of Conduct.
3. Perform any other work- related duties and responsibilities that may be assigned by the line manager.

Qualifications

Academic Qualification

University Degree in Business Administration or related Field.

Experience

Minimum two years of experience in managing a team.

Experience/ knowledge in developing and rolling out business development plans.

Excellent understanding of organisational finance and administration.

Skills/Knowledge

- Leadership skills.
- Excellent oral and written communication in English and Dhivehi language.
- Good understanding of financial management systems such as Quickbooks.
- Microsoft Office skills (Ms Word, Ms Excel).
- Skills in coordination, teamwork, mentoring, facilitation and training.

Other Competencies

- 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 20,650-24,450

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 14:00 PM on 26th October 2019. Only short-listed candidates will be contacted for interviews.