

Job Description

Job title:	2 Psychosocial Support Consultants
Unit/dept/delegation:	Maldivian Red Crescent, PSS Center, Male' Branch Office.
Key Responsibility:	To develop, implement and support coordination of Psychosocial Support 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 PSS Consultant is to provide technical and operational support towards the implementation of the Psychosocial Support Center's Operations Plan following the 20th September 'Henvieru Fire'.

The PSS Consultant will report to the Manager, Programs and Services and will work in coordination with Health and Inclusion Officer. The PSS Operations will be guided by the PSS Board of MRC.

Key tasks and responsibilities

1. Support in the development and implementation of programme outcomes and activities.
2. Develop concept notes and programmatic documents in alignment with the Operations Plan.
 - Plan, implement and coordinate programmes and services of PSS Center.
 - Monitor programme implementation, budget utilization and ensure regular reporting to Technical Working Group as required.
 - Support towards collection of statistics and data on the indicators and targets in PSS action plan and provide technical support and guidance to colleagues and volunteers to collect and collate required statistics and data.
 - Support the Communications efforts related to the PSS Operations in liaison with the Communications Officer.
3. Support towards regular operations of PSS Center.
 - Assistance in day-to-day operations of the Center including logistics management, information management, organising meetings, office up-keep etc.
 - Assistance in maintaining official operational records and work flow, such as requisitions, asset management assistance etc.

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, Skills and Competencies

Academic Qualification

University Degree or equivalent in psychology, social work or related field.

Experience

Experience working in teams and organizing community activities.

Experience and knowledge in Project Cycle Management, including monitoring and evaluation

Experience in organizing, conducting training and workshops

Experience in humanitarian and/ or development work preferred.

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.

Excellent written and spoken Dhivehi & English

Contract and Salary

Contract Type: 4 month contract.

Monthly Salary: MVR 12,500

Application

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

Deadline : The deadline for application is 02:00 PM on 17th October 2019. Only short-listed candidates will be contacted for interviews.