

Ref No.: MRC-AD/TUL/2019/0102

Vacancy Announcement

Job title:	Programme Officer, Male' Branch
Unit/dept/delegation:	Male' Branch, Maldivian Red Crescent Male' Branch Office.
Reports to:	Manager, Male' Branch
Key Responsibility:	To develop, implement and support coordination of Male' 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 Officer is to provide technical and operational support towards the implementation of MRC's Male' Branch programmes and services and to ensure that our staff and volunteers have the capacities and knowledge to effectively implement humanitarian services. The Programme Officer will also support the Branch Manager in efficient day-to-day running of the Branch Office.

The Programme Officer will work under the supervision of the Branch Manager in the Male' Branch.

Key tasks and responsibilities

1. Programme conceptualization and development
 - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan and the Branch priorities.
 - Develop plans and strategies to effectively execute Male' Branch work plans and ensure we reach the most vulnerable in the Male' community
 - Research and implement innovative methods towards enhancing delivery of humanitarian services.
2. Support in the implementation of programme outcomes and activities.
 - Plan implement and coordinate programmes and services as per the Annual Workplan of the Branch.
 - Monitor 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 and provide technical support and guidance to branches to collect and collate required statistics and data.
 - Support the Communications efforts related to programmes and services in Male' Branch.
 - Coordinate and Support all services provided by the Branch.
3. Training and capacity building
 - Organize capacity building programmes for Branch volunteers and staff in line with Branch Plan.
 - Support in the retention and capacity development of MRC's trainer pools.
 - Collect and maintain statistics on trainings, workshops and consultations and support branches to maintain training related statistics at the branch level.
4. Support towards emergency management and coordination
 - Whenever need be, support the coordination of emergency response planning and execution.

5. Support Manager in budget management and sustainability of programmes and services
 - Plan and develop budgets for the programmes and services
 - Support in managing, monitoring, and forecasting branch programmes and service budgets for effective implementation
 - Support Branch to manage, monitor, forecast and control programmes and services budgets and resources mobilized at Branch level for effective implementation
 - Support branch in strategizing means to sustain programmes and services

6. Support towards regular operations of Male' 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

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 in social sciences, 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 : Yearly contract basis.

Monthly Salary : MVR 11300 - 13700

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 21st October 2019. Only short-listed candidates will be contacted for interviews.