

Ref No.: MRC-AD/IUL/2019/104

## Role Announcement

<b>Main Role:</b>	<b>Intern – Governance</b>
<b>Type of work:</b>	Internship
<b>Unit/dept/delegation:</b>	Governance, Maldivian Red Crescent
<b>Duration:</b>	03 months
<b>Reports to:</b>	Under the supervision of the Executive Secretary, MRC National Headquarters

### 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 is the nation's leading humanitarian organization, with branches established in 20 islands across the country. 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 Governance Intern will assist the Maldivian Red Crescent's Governance Department to maintain secretariat functions for Governing Board subcommittees, working groups, governance functions, volunteer management, and overall administration.

The intern must be energetic, driven, efficient and well organised in order to coordinate the multiple facets of the Governance Department. While assisting with a wide range of activities, the intern will gain hands-on experience and training in many aspects of office administration, protocol, secretariat and logistics, while also gaining a good understanding of Red Cross Red Crescent Movement, and other management skills such as procurement, documentation and reporting.

Other benefits of an internship at Maldivian Red Crescent include exposure to a dedicated volunteer pool and the ability to network with a wide variety of individuals, institutions and organisations.

### Key tasks and responsibilities

Under the guidance of the Executive Secretary, the intern is expected to;

#### **Provide administrative and service delivery support**

- Call for, organise and provide secretariat service for meetings.
- Provide administrative support for working groups and subcommittees.
- Maintain and update meeting minutes of all meetings per the procedure and guidelines, and ensuring all documentation are up to standard.
- Maintain the filing system, databases and archive. This may include hard or soft systems.
- Assist in membership and volunteer management related tasks.
- Provide administrative and logistical support during service provision and emergency response operations.
- Contribute to the development of the overall functioning of the Governance department.

## **Duties applicable to all Interns**

- 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 and Code of Conduct.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager or supervisor.

## **Qualifications**

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### **Academic Qualification**

O 'level qualification or equivalent.

### **Experience**

Experience and knowledge of voluntary work

## **Skills/Knowledge**

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- Excellent oral and written communication in English and Dhivehi language
- Self-supporting in computers – Basic MS Office Windows Pack
- Proven leadership skills (through school extra-curricular or leadership posts, etc)
- Trained in First Aid

## **Other Competencies**

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- Interpersonal relations Initiative and self-Management.
- Result focused and accountability
- Teamwork
- Communications
- Multi-tasking and organisational skills

## **Application**

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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](mailto:info@redcrescent.org.mv) addressed to Secretary General, Aishath Noora

**Deadline: The deadline for application is on 14<sup>th</sup> November 2019 14:00 PM. Only short-listed candidates will be contacted for interviews.**