

Ref No.: MRC-AD/IUL/2019/126

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Manager – Male’ Branch**

Contract type: **Fixed term (one year starting from January 2020)**
on qualification and experience)

Required 01

Salary: **MVR 20,650-24,450** (depending

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. 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 Male Branch Manager is in charge of managing the branch by ensuring the effective and efficient delivery of Maldivian Red Crescent services based on the needs of the community, through the MRC Units in the Branch. The Male Branch Manager will also oversee, and support the work of staff, interns and volunteers working in various operational functions of the branch. In addition, he/she will act as a liaison between the Branch Board and the MRC HQ. The Male’ Branch Manager also ensures that support and supervision are extended to the established Units on service promotion and delivery with proper reporting. In addition, the Male’ Branch Manager is responsible for ensuring the sustainability of the branch and units by developing and implementing resource mobilization strategies

Key Tasks

Under the guidance and supervision of Secretary General;

1. Manage overall programmes and services of the branch;
 - a. Develop strategies, plans and guiding documents to support the programmes and services of the branch
 - b. Define goals and deliverables of programmes and services of the branch. Continuously assess, monitor and adapt plans to adhere to the MRC vision and mission.
 - c. Develop implementation plans and associated communication documents with the support of board members and volunteers
 - d. Plan, track and schedule timelines and milestones using appropriate tools to ensure that goals are being met
 - e. Proactively manage and review changes in scope, identify potential crises, and devise contingency plans
 - f. Continuously evaluate effectiveness of programmes and services of the branch, and assess areas for interventions based on assessments, studies, emerging issues and etc.
2. Manage and support unit to conduct MRC programmes and services;
 - a. Facilitate unit and branch to plan and budget programmes and services and projects, and support drawing up of specific implementation plans
 - b. Ensure regular technical support is provided to the units to implement programs and services
 - c. Ensure that activities are monitored regularly and supported in their development and sustainability
 - d. Liaise with unit leader and branch chairperson, local-government agencies, community-based organisations and non-government organisations in communities and national level to create an enabling environment for MRC programmes and services in that area.

3. Manage operations and budget(s) of the branch;

- a. Plan and develop budgets and revenue projections for sustainable operations of programmes and services
- b. Manage, monitor and forecast budgets of the branch
- c. Support branch and unit boards to mobilize resources at branch level to ensure sustainability and effective implementation of the branch plan
- d. Ensure financial accountability of the branch
- e. Explore different fundraising initiatives and discussions with donors for sustainability of the branch programmes and services
- f. Develop and implement a fund-raising strategy according to the needs of the units and the branch

Target Profile and Skills:

- Should be a Maldivian citizen;
- College Graduate/University Degree
- At least 2 years of experience in project/ programme management in humanitarian/ development sector
- At least one year of experience in managing teams
- Worked on community based projects
- Leadership and Management skills
- Knowledge of community organization
- Organization skills
- Report writing skills
- Proposal writing skills
- Excellent Verbal and written communications skills
- Ability to work under pressure
- Good co-ordination skills
- Integrity and high standard of personal conduct

DETAILED TOR BELOW.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Ms. Aishath Noora Mohamed, Secretary General of MRC, 2 nd floor MRC HQ (Plot 11493), Hithigas Magu, Hulhumale** or email to: info@redcrescent.org.mv

The deadline for application is 16:00 PM on 26th December 2019. Only short listed candidates will be contacted and should be available for interviews in December 2019.

TERMS OF REFERENCE – MALE’ BRANCH MANAGER

Job title:	Male Branch Manager
Dept/Branch:	Male’ Branch
Reports to:	Secretary General
Key Responsibility:	To manage staff and volunteers at Branch and Units of Male Branch for effective and efficient delivery of MRC services in Male Branch’s zone of intervention. To support Male Branch Board’s secretarial needs for the smooth functioning of their governance role.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organisation, 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 part 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.

Purpose

The Male Branch Manager is in charge of managing the branch by ensuring the effective and efficient delivery of Maldivian Red Crescent services based on the needs of the community, through the MRC Units in the Branch. The Male Branch Manager will also oversee, and support the work of staff, interns and volunteers working in various operational functions of the branch. In addition he/she will act as a liaison between the Branch Board and the MRC HQ. The Male’ Branch Manager also ensures that support and supervision are extended to the established Units on service promotion and delivery with proper reporting. In addition, the Male’ Branch Manager is responsible for ensuring the sustainability of the branch and units by developing and implementing resource mobilization strategies.

Key tasks and responsibilities

While working as an integrated part of the Maldivian Red Crescent team, the Branch Executive will:

1. Manage overall programmes and services of the branch;
 - a. Develop strategies, plans and guiding documents to support the programmes and services of the branch
 - b. Define goals and deliverables of programmes and services of the branch. Continuously assess, monitor and adapt plans to adhere to the MRC vision and mission.
 - c. Develop implementation plans and associated communication documents with the support of board members and volunteers
 - d. Plan, track and schedule timelines and milestones using appropriate tools to ensure that goals are being met
 - e. Proactively manage and review changes in scope, identify potential crises, and devise contingency plans
 - f. Continuously evaluate effectiveness of programmes and services of the branch, and assess areas for interventions based on assessments, studies, emerging issues and etc.
 - g. Produce timely reports such as updates, quarterly and monthly reports to be submitted to branch board, headquarters and partners according to set standards and procedures
 - h. Provide technical support in the area of programming expertise to MRC HQ, branches and units. Pool the support from relevant personnel (internal/external) to MRC
2. Manage and support unit to conduct MRC programmes and services;
 - a. Facilitate unit and branch to plan and budget programmes and services and projects, and support drawing up of specific implementation plans
 - b. Ensure regular technical support is provided to the units to implement programs and services
 - c. Ensure that activities are monitored regularly and supported in their development and sustainability
 - d. Liaise with unit leader and branch chairperson, local-government agencies, community-based organisations and non-government organisations in communities and national level to create an enabling environment for MRC programmes and services in that area.
3. Manage operations and budget(s) of the branch;
 - a. Plan and develop budgets and revenue projections for sustainable operations of programmes and services
 - b. Manage, monitor and forecast budgets of the branch
 - c. Support branch and unit boards to mobilize resources at branch level to ensure sustainability and effective implementation of the branch plan

- d. Ensure financial accountability of the branch
- e. Explore different fundraising initiatives and discussions with donors for sustainability of the branch programmes and services
- f. Develop and implement a fund-raising strategy according to the needs of the units and the branch

Duties applicable to all staff

1. Actively work towards the achievement and promote of the Maldivian Red Crescents mission, vision and objectives.
2. Abide by and work in accordance with the Red Cross/Red Crescent 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.

Person specification

Education/Qualifications

University degree related to health, DRR, social sciences or project management
College Graduate/University Degree

Experience

At least 2 years of experience in project/ programme management in humanitarian/ development sector
At least one year of experience in managing teams
Worked with the RC/RC for at least one year
Worked on community based projects

Skills/knowledge

Leadership and Management skills
Training and facilitation skills
Knowledge of community organization
Organization skills
Report writing skills
Proposal writing skills
Excellent Verbal and written communications skills
Ability to work under pressure
Good co-ordination skills

Competencies

Interpersonal Relations
Results focus and accountability
Teamwork
Good Communications
Self-supporting in computers
People Management