

Ref No.: MRC-AD/MIS/2019/128

Vacancy Announcement

Job title:	Programme Assistant
Unit/dept/delegation:	Addu Branch, Maldivian Red Crescent Addu Branch Office, Hithadhoo
Reports to:	Manager, Addu Branch
Key Responsibility:	To support the implementation and coordination of Addu Branch's At-Risk Youth programme.

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 a member of IFRC, the world's largest humanitarian movement, which every year helps millions of people whose lives have been devastated by crises or conflict. MRC aims to be the nation's leading humanitarian organization, and currently has 10 branches spanned across the country.

Census data from 2014 shows that there are approximately 600 children between the ages 6-15 years who were not attending school or studying. Of these children, the largest numbers of out of school children (OOSC) are living in the southern atolls and in Male'. In the South, Addu City has the highest numbers of out of school children. Informed by the data, UNICEF Maldives Country Office has been supporting the Government with the development and implementation of flexible learning and skills development programs for OOSC education. Specific situations of children at atoll level has not been studied or assessed, even though a lot of work at the national level has been done to ensure that all children attend schools. The MRC Seenu Branch in Addu City has partnered with UNICEF Maldives and Addu City Council to implement a pilot programme to provide an alternative learning programme for out of school children living in Addu City.

To this end, we are looking for a programme Assistant to support the implementation of At Risk Youth programme in Addu City.

Purpose

The tasks and responsibilities of the Programme Assistant is to provide support towards the implementation of MRC Addu Branch's At-Risk Youth Programme.

The Programme Assistant will work under the supervision of the Branch Manager in the Addu Branch.

Key tasks and responsibilities

1. Support the Branch Manager in the implementation of At-Risk Youth Programme.
 - Support towards effective coordination of At-Risk Youth programme in Addu Branch
 - Support in organising logistics and other arrangements for implementation of the At-Risk Youth Programme.
 - Support in monitoring 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 and maintain the data of the At-Risk Youth programme.
 - Organise the activities and information sessions for At-Risk youth participants and their parents as needed.
 - Coordinating and liaising with At-Risk Youth Participants, their families and concerned authorities.
2. Support towards regular operations of Addu 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 towards at risk youth programme.
 - Research and implement innovative methods towards enhancing delivery of humanitarian services towards at Risk Youth programme.
 - Support the resource mobilization efforts of Addu Branch towards At risk youth programme.
 - Support the Communications efforts related to programmes and services in Addu Branch.

3. Support in member and volunteer management of Branch
 - Assist Branch in maintaining membership and volunteer data.
 - Assist Branch in ensuring regular communications and coordination with members and volunteers to implement the at-risk youth programme.

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

A'level qualification.

Experience

Experience in a similar project environment setting is preferred
Experience working in teams and organizing community activities.
Experience in humanitarian and/ or development work preferred.

Skills/knowledge

Microsoft Office skills (spreadsheets, word processors, etc.)
Outgoing and social, and able to build rapport with diverse types and age of people

Competencies

Interpersonal Relations and teamwork
Results focus and accountability
Teamwork

Contract and Salary

Contract Type : For 11 Month
Monthly Salary : MVR 7000 - 8000

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 12:00 PM on 9th January 2020. Only short-listed candidates will be contacted for interviews.