

Vacancy Announcement

Job title:	Programme Officer – Health and Inclusion
Unit/dept/delegation:	Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Manager - Programmes and Services
Key Responsibility:	To develop, implement, and support coordination of MRC's programmes and services.

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, and to 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 tasks and responsibilities of the Programme Officer is to provide technical support towards the implementation of MRC's 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 work under the supervision of the Programmes and Services Manager in the national headquarters.

Key tasks and responsibilities

1. Programme conceptualisation and development under the MRC's Strategic Priority iv: Promote Health and Wellbeing in a Changing Environment and v: Foster Humanitarian Values and Volunteerism.
 - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan.
 - Develop plans and strategies to effectively execute MRC programmes and ensure we reach the most vulnerable in the community
 - Research and implement innovative methods towards enhancing delivery of humanitarian services.
 - Support the resource mobilization team to raise resources towards programmes and services.
 - Support the Communications team in developing messages and materials related to programmes and services.
2. Support MRC Branches in the implementation of programme outcomes and activities.
 - Support MRC Branches to effectively design, implement and sustain Branch programme activities as per the annual work plan of MRC.
 - Regularly assess and identify programmatic needs of MRC Branches.

- Monitor programme implementation, budget utilization and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
 - Ensure that MRC HQ collects 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.
3. Training and capacity building
- Organize capacity building programmes in line with MRC programmes and services
 - Manage in the retention and capacity development of MRC's trainer pools in coordination with MRC Branches.
 - Assess, identify and forecast areas that MRC needs to train staff and volunteers in a sustainable manner
 - 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 core team in 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 MRC programmes and service budgets for effective implementation
 - Support Branches to manage, monitor, forecast and control programmes and services budgets and resources mobilized at Branch level for effective implementation
 - Support HQ and Branches in strategizing means to sustain programmes and services
 - Liaise with Finance of MRC on budgets

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 and Red Crescent 7 Fundamental 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 in managing volunteers and/ or staff

Experience and knowledge in database management

Experience in conducting training and workshops

Experience in humanitarian and/ or development work

Minimum 1 years' experience in Red Cross/Red Crescent work

Experience and knowledge in organizational development

Experience in the area of health, wellbeing and social cohesion preferred.

Experience in project cycle management.

Skills/knowledge

Skills in coordination, mentoring, facilitation and training
Outgoing and social, and able to build rapport with diverse types and age of people
Commitment to shared values and building organizational capacity
Training and facilitation skills.

Competencies

Interpersonal relations
Results focus, dedicated and high standards of accountability
Organised and attention to detail.
Teamwork
Good communications skills and able to build rapport with diverse groups in the community.
Excellent written and spoken Dhivehi & English

Contract and Salary

Contract Type: **Fixed term (one year starting from January 2020)**
Monthly Salary: **MVR 11,300 – 13,700** (depending on qualification and experience)

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 PM on January 16 2020.

Only short-listed candidates will be contacted for interviews.