

## Vacancy Announcement

<b>Job title:</b>	Manager – Male' Branch
<b>Unit/dept./delegation:</b>	Male' Branch
<b>Reports to:</b>	Secretary General
<b>Key Responsibility:</b>	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 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 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

Under the guidance and supervision of Secretary General, and 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

- Actively work towards the achievement of the MRC's goals and objectives, and promote of the Maldivian Red Crescent's mission, vision, and objectives.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles and Maldivian Red Crescent Code of Conduct.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

#### Qualifications, Skills and Competencies

##### Academic Qualification

College graduate/university degree

University degree related to health, DRR, social sciences or project management.

### 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 Red Cross Red Crescent for at least one year.

Worked on community based projects.

Experience in managing volunteers and/or staff.

Experience and knowledge in database management.

Experience in conducting training and workshops.

Experience and knowledge in organizational development.

### Skills and Knowledge

Leadership and management skills.

Knowledge of community organization.

Organisation skills.

Report writing skills.

Proposal writing skills.

Excellent verbal and written communications skills.

Ability to work under pressure.

Good coordination skills.

Integrity and high standard of personal conduct.

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.

### Competencies

Interpersonal relations

Results focus and accountability

Teamwork

Communications

Self-supporting with computers.

People management.

### Contract and Salary

Contract Type: **Fixed term (one year starting from January 2020)**

Monthly Salary: **MVR 20,650-24,450** (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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 12 PM on February 23 2020.**

**Only short-listed candidates will be contacted for interviews.**