

MRC-CRM/PRS/2020/038

Vacancy Announcement

Job title:	Programme Assistant, Gaafu Alifu Branch
Unit/dept/delegation:	Gaafu Alifu Branch, Maldivian Red Crescent Gaafu Alifu Branch Office
Reports to:	Secretary General
Key Responsibility:	To manage the implementation and coordination of Gaafu Alifu Branch programmes, services and operations.

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 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 spanning all over Maldives. 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 Assistant is to manage the implementation of MRC's Gaafu Alifu Branch operations and programmes.

The Programme Assistant will report to the Secretary General and coordinate with the Gaaf Alif Branch and Unit Board.

Key tasks and responsibilities

1. Implementation of Branch Plan and programmes.
 - Ensure effective coordination between units on Branch programming
 - Organising logistics and other arrangements for implementation of activities.
 - Monitoring programme implementation, budget utilization and ensure regular reporting to Branch Board and HQ, and preparation of quarterly reports and donor reports as required.
 - Collection of statistics and data on the indicators and targets in the annual and strategic action plan.
2. Manage regular operations of Gaafu Alifu Branch
 - Manage day-to-day operations of the branch including logistics management, information management, organising meetings, office up-keep etc.
 - Maintain official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc
 - Research and implement innovative methods towards enhancing delivery of humanitarian services.
 - Manage the resource mobilization efforts of Gaafu Alifu Branch.
 - Manage the Communications efforts related to programmes and services in Gaafu Alifu Branch.
3. Emergency management and coordination
 - Whenever need be, manage the coordination of emergency response planning and execution.
4. Member and volunteer management of Branch
 - Maintain membership and volunteer data.
 - Ensure regular communications and coordination with members and volunteers

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

O'level qualification

Experience

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

Skills/knowledge

Microsoft Office skills (spread Sheets, Word processors, etc.)
 Organized and attention to detail.
 Integrity and high standard of personal conduct
 Results focused and dedicated.
 Able to build rapport with diverse groups in the community

Competencies

Interpersonal Relations and teamwork
 Results focus and accountability
 Teamwork

Contract and Salary

Contract Type : Yearly contract basis
 Monthly Salary : MVR 7000 - 8200

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 4 PM on April 14, 2020. Only short-listed candidates will be contacted for interviews.