

Vacancy Announcement

Job title:	Programme Officer- Migrant Support
Unit/dept/delegation	Programmes and Services Department, Maldivian Red Crescent
Reports to:	Manager Programmes and Services (MRC)
Key Responsibility:	To develop, implement and support coordination of migrant support related activities in relation to the COVID19 response conducted by MRC Headquarters.

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 Officer - Migrant Support, are to provide technical and operational support towards the implementation of the migrant support related activities carried within the COVID19 operations and MRC's overall migrant needs response to COVID19. The Programme Officer - Migrant Support will report to the Manager - Programs and Services and will work in coordination with the Senior Programme Officer - Health and Inclusion, and Programme Officer - Disaster Risk Management.

Key tasks and responsibilities

1. Manage the migrant support related responses in the COVID19 operation of the MRC.
2. Coordinate and manage MRC volunteers that support the migrant related activities conducted by the MRC HQ. Support and coordinate with the Branches in carrying out the activities as planned.
3. Support the development of concept notes and other programmatic documents including a long-term migrant needs response plan for COVID19.
 - Ensure the timely implementation of requirements on monitoring, evaluation, and reporting, working closely with support/technical departments, plan, implement, and coordinate programmes and services of the COVID19 Migrant Support Response.

- Plan and implement a “Restoring Family Links” (RFL) programme for migrants affected by COVID19.
- Monitor programme implementation, budget utilization and ensure regular reporting to line manager.
- Plan and conduct survey/study for assessing the situation of migrants in Male’ & atolls in coordination with MRC Branches and other relevant authorities.
- Ensure timely preparation of regular project reports, working plans and other relevant project documents. Provide periodic quantitative and qualitative reports and other programme analysis when required to assist in risk assessment of funds and activity performance.
- Support the collection of Migrant Support Response statistics and data and provide technical support and guidance to colleagues and volunteers to collect and collate required statistics and data.
- Organize and implement awareness programmes related to COVID19 among the migrants in Male’ and atolls in collaboration with Branches.
- Support the development of Migrant Support Response Related Information, Education and Communication (IEC) material in liaison with the Communications and Resource Mobilization Officer.

4. Provide support to the COVID19 Operations:

- Assistance in the day to day operations, including logistics management, information management, organizing meetings, officer up-keep etc.
- Assistance in maintaining official operational records and workflow such as requisitions, asset management assistance etc.

5. Develop and submit monthly reports, other necessary monitoring, and evaluation reporting periodically as well as end of operation report.

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 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 or equivalent in social sciences, international relations, public health, or related field.

Experience

- Experience working in teams and organizing community activities.
- Experience and knowledge in Project Cycle Management, including monitoring and evaluation.
- Experience in organizing, conducting training and workshops.
- Experience in humanitarian and/ or development work preferred.

- Prefer proven interest on migration issues.
- Experience in managing communications and advocacy projects.

Skills and Competencies

- Be capable of working independently in a collaborative team environment.
- Excellent organizational ability, in order to set priorities, organize workload, handle multiple responsibilities
- Excellent spoken and written English and Dhivehi, with good communication skills
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet.
- Able to build rapport with diverse groups in the community.

Contract and Salary

Contract Type: 06 months (Possible extension)

Salary: MVR 12,500 – MVR 15,500

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 02:00 PM on 24th May 2020. Only short-listed candidates will be contacted for interviews.