

## Vacancy Announcement

<b>Job title:</b>	Administration and Coordination Officer – Psychosocial Support (Operations)
<b>Unit/dept/delegation</b>	Programmes and Services Department, Maldivian Red Crescent
<b>Reports to:</b>	Manager Programmes and Services (MRC)
<b>Key Responsibility:</b>	To support the implementation and coordination of the administrative work of the Psychosocial Support Operations in relation to the Covid19 Response.

### 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 Administrative Consultant is to provide support towards the implementation of the Psycho-social Support Operations in relation to the Covid19 Response and support general administration tasks.

### Key tasks and responsibilities

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1. Support Administrative tasks
  - Organize an efficient administrative system of the day-to-day running of the COVID19 PSS Operations
  - Maintain a central filing system, database, and incoming and outgoing files
  - Provide administrative support for matters relating to the management of volunteers and personnel engaged in the PSS Center
2. Support coordination tasks

- As per the plans for the PSS operations, coordinate all necessary implementation procedures which includes, planning, logistics, human resources, procurement, arranging meetings, coordinating with relevant focal points and stakeholders, etc.
- Identify purchase requirements of PSS center and process requests to submit to finance department.
- Coordinate with finance department and ensure purchase requirements are met.
- Complete all the necessary documentation in relation to cash advances.
- Ensure regular maintenance of logs and data, weekly reporting to the technical working group, conducting and documenting debriefs, etc.

### 3. Support MRC's General Administration Tasks

- In addition to the PSS tasks, carry out general administration and coordination tasks of MRC.

### 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

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#### Academic Qualification

O'level qualification or equivalent.

#### Experience

- Minimum 1-year experience in a similar role or work environment.
- Experience of a wide variety of logistics roles and activities, including procurement, contracting, transport management, warehouse management, stock control, distribution, event management and customs clearance.

#### Skills and Competencies

- Be capable of working independently in a collaborative team environment.
- Excellent organizational ability, 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: 6 months (with possible extension)

Salary: MVR 8,200 – MVR 10,000

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