

## Vacancy Announcement

<b>Job title:</b>	Programme 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 develop, implement and support coordination of 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 PSS Programme Officer is to provide technical and operational support by developing, leading, and managing the PSS operations led by the MRC HQ in response to the COVID19 Operations. The focus is to provide guidance to volunteers in order to support them in their tasks and train them as needed. Other activities within the COVID19 Operations will be assessed and analyzed for further implementation. The PSS Programme Officer will report to the Manager - Programs and Services and will work in coordination with the Senior Officer - Health and Inclusion.

### Key tasks and responsibilities

1. Manage the COVID19 PSS response operation of the Maldivian Red Crescent.
2. Coordinate with and manage MRC PSS volunteers that support the PSS Call Center.
3. Support the development of concept notes and other programmatic documents including a long-term PSS response plan for COVID19.
  - Plan, implement, and coordinate programmes and services of the COVID19 PSS Operation.
  - Monitor programme implementation, budget utilization and ensure regular reporting to line manager.

- Collaborate with the Programme Officer -Trainings and Capacity Development, in providing training and guidance in standard PSS tools. Also provide support in recruiting and retaining PSS Volunteers for the call center.
  - Assess current PSS capacities and needs for supporting staff and volunteers in the field and advise on operations direction.
  - Coordinate with line managers and team leaders working in MRC COVID19 operations for data collection of volunteer's deployments for PSS related activities.
  - Liaise and monitor activities carried out with the relevant stakeholders in regard with PSS COVID19 operations.
  - Work with branches to implement community level PSS needs assessments and surveys periodically to increase access to PSS for communities within COVID19 operations.
  - Support the collection of PSS response operation statistics and data and provide technical support and guidance to colleagues and volunteers to collect and collate required statistics and data.
  - Manage the PSS Call center database and carry out daily administrative and finance related work.
  - Support the development of PSS related Information, Education and Communication (IEC) material in liaison with the Communications and Resource Mobilization Officer.
4. Provide support to the COVID19 PSS 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 psychology, social work, 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.

### **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: 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](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.**