

Vacancy Announcement

Job title:	Programme Officer
Unit/dept/delegation:	Addu Branch, Maldivian Red Crescent, Addu Branch Office, Hithadhoo
Reports to:	Manager, Addu Branch
Key Responsibility:	To support the implementation and coordination of Addu Branch's At Risk Youth programme

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.

To this end, we are looking for a programme officer to support the implementation of At Risk Youth programme in Addu City

Purpose

The tasks and responsibilities of the Programme Officer is to provide support towards the implementation of MRC Addu Branch's at Risk Youth Programme.

The Programme Officer will work under the supervision of the Branch Manager in the Addu Branch.

Key tasks and responsibilities

1. Support the Branch Manager in the implementation of At Risk Youth Programme.
 - Support towards effective coordination of At Risk Youth programme in Addu Branch
 - Support in organising logistics and other arrangements for implementation of the At Risk Youth Programme.
 - Support in monitoring programme implementation, budget utilization and ensure regular reporting to Branch Board and HQ, and preparation of quarterly reports and donor reports as required.
 - Support towards collection of statistics and data and maintain the data of the At risk Youth programme.
 - Organise the activities and information sessions for At risk youth participants and their parents as needed.
 - Coordinating and liaising with At risk Youth Participants, their families and concerned authorities.
2. Support towards regular operations of Addu Branch

- Assistance in day-to-day operations of the branch including logistics management, information management, organising meetings, office up-keep etc.
 - Assistance in maintaining official operational records and work flow, such as requisitions, asset management assistance, contract monitoring etc towards at risk youth programme.
 - Research and implement innovative methods towards enhancing delivery of humanitarian services towards at Risk Youth programme.
 - Support the resource mobilization efforts of Addu Branch towards At risk youth programme.
 - Support the Communications efforts related to programmes and services in Addu Branch.
3. Support in member and volunteer management of Branch
- Assist Branch in maintaining membership and volunteer data.
- Assist Branch in ensuring regular communications and coordination with members and volunteers to implement the at risk youth programme.

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 and 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 Diploma or equivalent in Psychology, Teaching or in a related field.

Experience

Experience in a similar project environment setting is preferred
 Experience working in teams and organizing community activities.
 Experience in humanitarian and/ or development work preferred.
 Experience in teaching Field/ similar work environment is preferred
 Prefer proven interest on issues of at risk youth

Skills and Competencies

Excellent working knowledge of Microsoft Office skills (spreadsheets, word processors, e-mail application and the internet etc.)

Be capable of working independently in a collaborative team environment

Outgoing and social, and able to build rapport with diverse types and age of people

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.

Able to build rapport with diverse groups in the community.

Contract and Salary

Contract Type: **Fixed term (one year)**

Monthly Salary: **MVR 10,000 – 11,580** (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

Deadline: The deadline for application is 2 PM on November 30, 2020.

Only short-listed candidates will be contacted for interviews.