

## Vacancy Announcement

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| <b>Job title:</b>            | Programme Assistant   |
| <b>Unit/dept/delegation:</b> | Addu Branch, Maldivian Red Crescent, Addu Branch Office, Hithadhoo                                |
| <b>Reports to:</b>           | Manager, Addu Branch  |
| <b>Key Responsibility:</b>   | To support the implementation and coordination of Addu Branch programmes, services and operations |

### 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 assistant to support the implementation of MRC Operations and Programmes in Addu City

### Purpose

The tasks and responsibilities of the Programme Assistant is to provide support towards the implementation of MRC Addu Branch operations and programmes.

The Programme Assistant 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 Branch Plan and programmes.
  - Support towards effective coordination between units on Branch programming
  - Support in organising logistics and other arrangements for implementation of activities.
  - 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 on the indicators and targets in the annual and strategic action plan
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 branch operations and programmes
  - 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 the Branch operations and programmes.
  - Support the Communications efforts related to programmes and services in Addu Branch.
3. Support towards emergency management and coordination
- Whenever need be, support the coordination of emergency response planning and execution
4. 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 branch operations and programmes.

#### 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

A'level qualification or equivalent

##### 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 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.

Be capable to drive a four wheeler with a Category B Licence.

### Contract and Salary

Contract Type: **6 months**

Monthly Salary: **MVR 7,000 – 8,200** (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](mailto:info@redcrescent.org.mv)

**Deadline:** The deadline for application is **2 PM on January 17, 2021.**

**Only short-listed candidates will be contacted for interviews.**