

## Vacancy Announcement

<b>Job title:</b>	Admin and Logistics Assistant
<b>Unit/dept/delegation:</b>	Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager - Finance, Admin and Resource Mobilization
<b>Key Responsibility:</b>	To support the implementation and coordination of MRC's administrative and logistical procedures.

### 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 Admin and Logistics Officer is to provide support towards the implementation of MRC's administrative and logistical procedures. The Admin and Logistics Assistant will report to the Finance, Admin and Resource Mobilization Manager and will work in coordination with the Admin and Logistics Officer.

### Key tasks and responsibilities

1. Logistic and Procurement Tasks:
  - Provide support in the Procurement of MRC equipment and relief supplies as per the set procedures and guidelines, and ensuring all documentation are up to full audit trail standard.
  - Maintain stock management procedures.
  - Plan, organize and maintain any stores/warehouses containing MRC stock up to standards, and providing timely stock reports.
  - Maintaining minimum stock level and restocking items before they are run out of stock.
  - Manage any fixed assets procured for the operation.
  - Create and maintain good relationships with vendors/suppliers.
  - Negotiate the best deal for pricing and supply contracts.
  - Assist in the preparation of tender documents to ensure the production of realistic and commercial tenders.
  - To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
  - Ensure that Fleet Management procedures are applied and respected.
2. Support Administrative tasks and office management:
  - Maintain the central filing system, general database, and archive.
  - Arrange hospitality, purchase supplies to ensure the smooth running of the operation on a day to day and as required basis.
  - Provide administrative support for matters relating to the premises and operations including security, insurance, and transport.

## **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 principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

## **Qualifications, Skills and Competencies**

---

### **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 collaborative team environment.
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, in order to set priorities, organize work load, handle multiple responsibilities.
- 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)

Monthly Salary: MVR 7,000 – 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 2:00 PM on 11<sup>th</sup> March 2021. Only short-listed candidates will be contacted for interviews.**