

## Terms of Reference

<b>Job title:</b>	Programme Assistant- Migrant Support
<b>Unit/dept/delegation:</b>	Male' Branch, Maldivian Red Crescent
<b>Reports to:</b>	Male' branch Manager
<b>Responsible For:</b>	To develop, implement and support coordination of migrant support related activities in relation to the COVID19 response conducted by MRC Male' Branch.

## 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.

## Purpose

The tasks and responsibilities of the Programme Assistant - Migrant Support, are to provide support towards the implementation of the migrant support related activities carried within the COVID19 operations and Male' Branch's overall migrant needs response to COVID19. The Programme Assistant - Migrant Support will report to the Manager – Male' Branch and will work in coordination with the Male' Branch Programme Officer.

## Key tasks and responsibilities

- Support in the management of migrant support related responses in the COVID19 operation of the MRC Male' Branch.
- Provide support in Coordinating and managing MRC volunteers that support the migrant related activities conducted by the MRC Male' Branch. Support and coordinate with the Branch in carrying out the activities as planned.
- Coordinating and managing migrant volunteers responding to the Covid19 operations.
- Support the management of Migrant Support Center of MRC Male' Branch.
- Support in the Development and submission of monthly reports, other necessary monitoring, and evaluation re-orting periodically as well as end of operation report.
- Prepare necessary documents required for the implementation of migrant activities of the branch.

#### 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.

#### Education/Qualification

A'Level or equivalent in social sciences, international relations, public health, 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.
- Prefer proven interest on migration issues.
- Experience in managing communications and advocacy projects.

#### 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)

Monthly Salary: MVR 8,500 – 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 11<sup>th</sup> March 2021.**