

Vacancy Announcement

Job title:	Psychosocial Support Trainer – Psychosocial Support Operations (Full Time)
Unit/dept/delegation:	Programmes and Services Department, Maldivian Red Crescent
Reports to:	Manager Programmes and Services (MRC)
Key Responsibility:	To facilitate and coordinate all Psychological First Aid Trainings of Maldivian Red Crescent.

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.

PSS is one of key areas in which MRC provides assistance to affected populations in the Maldives and is among the priority areas in the current strategic plan of action (2019 – 2030), which includes the strengthening of PSS services during emergencies. PSS includes a variety of interventions that address the psychological and social needs of affected populations which are implemented to promote resilience of affected individuals, groups, and communities.

Purpose

The main task of Psychosocial Support Trainer is to facilitate and coordinate all Psychosocial support Trainings of Maldivian Red Crescent.

The Psychological First Aid Trainer will report to the Manager, Programs and Services and will work in coordination with the Senior Programme Officer - Health and Inclusion Officer and Programme Officer - MHPSS.

Key tasks and responsibilities

1. Generic tasks include:

- Adhere to the Code of Conduct of MRC
- Adhere to the Standard Operational Procedures (SOPs) of operations
- Coordinate with relevant staff and volunteers to accomplish specific tasks
- Share information and communicate with line manager regularly
- Other tasks as may be assigned by the line manager.

2. Specific tasks are to:

- Facilitate Psychological First Aid Training (both in and outside Male').
- Assist Programme Officer - PSS Training and Capacity Development in below tasks:

- Prepare and maintain the training materials necessary for the Psychological First Aid Trainings
 - Implementation and development of PSS trainings program.
 - Issuance of certificates after completion of all trainings.
 - Maintaining and updating Psychological First Aid trainee/trainer database.
 - Mobilise and allocate trainers as appropriate for trainings.
 - Manage and allocate resources for trainings in an effective manner.
 - Manage all Psychological First Aid related documents in a suitable and effective manner.
 - Prepare and submit monthly, quarterly, or annual updates as required for Psychological First Aid activities.
- Provide appropriate guidance and support to volunteer Psychological First Aid Trainers
 - Ensure that a proper briefing and debriefing is conducted for all volunteer trainers at the beginning and end of every training.
 - Support the administrative staff in maintaining a volunteer roster and relevant documents related to trainings in a timely manner.
 - Prepare and share training statistics and updates with PSS team.
 - Participate in meetings, workshops within the context of Psychological First Aid implementation

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

Bachelor's Degree in psychology, Counselling, or relevant field.

Experience

Experience in facilitating trainings and sessions.

Priority will be given to individuals who have completed Psychological First Aid Training of Trainers of MRC.

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.

Travel Requirement

Able to travel out of Male' (Travel will depend on HPA guidance)

Contract and Salary

Contract Type: The duration will be full-time for a period of four months (with possible extension) from the date of engagement. Any reduction or extension of engagement will be agreed between the Psychological First Aid Trainer and MRC in writing.

Monthly Salary: MVR 8,000 – 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

Deadline: The deadline for application is 2:00 PM on 06th May 2021. Only short-listed candidates will be contacted for interviews.