

Vacancy Announcement

Job title:	Executive Secretary
Unit/dept/delegation:	Governance Department, Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Secretary General
Key Responsibility:	To provide administrative support to Secretary General and Governance of MRC.

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

To assist the Secretary General in making the best use of his/her time by dealing with secretarial and administrative tasks and to provide support to the proper functioning of MRC governance system. This encompasses the management of MRC, membership pool as well as elected governance members at all levels and ensure statutory requirements are met within stated time frames in the Statutes and Rules of Procedure. Further, the Executive Secretary also supports the branches in strengthening its governance functions in accordance with the Statutes and Rules of Procedures.

Key tasks and responsibilities

1. Provides administrative support to the Secretary General and Governing Board;
 - Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary
 - Preparation of briefing materials and notes for meetings as required
 - Dealing with incoming emails, faxes and post, corresponding on behalf of the SG when required;
 - Transcribe drafts, proofreads and revise correspondence, memos, agendas, minutes, resolutions and policies
 - Assist in finalizing documents such as press releases and monthly reports and other communications which require input from the SG
 - Devising and maintaining office systems, including data management, filing, etc.;
 - Coordinating with the Logistics Officer in arranging travel and accommodation, for SG and Governing Board members for both local and international travels
 - Liaising with the government, other organisations and partners where it is necessary;
 - Support in compiling and dissemination of Management Meeting minutes

2. Prepares for Governing Board and other sub-committee meetings;
 - Ensure all relevant documents are prepared, communicated and documented prior to the Governing Board meetings.
 - Maintain and update all information /filling on governing board members;
 - Support the process of reporting, information-sharing and communication within governing board members and with other relevant bodies;
 - Provides administrative support for the completion of documentation of Board agenda items.
 - Provides transcription of Board Meeting minutes and communicate as necessary of the decisions.
 - Acts as a custodian of Governing Board Meeting minutes, resolutions and other regulated documents such as the Statues and Rules of Procedure of MRC.
 - Disseminate information to department heads and branches regarding changes to documents, policies and procedures.
 - Maintain confidentiality at all times.

3. Provides support to further strengthen the governance function of the branches and MRC as whole.
 - Maintain a proper database of members and volunteers of MRC
 - Maintain and update information of all MRC members and ensure due processes are followed;
 - Maintain and update information of all MRC Governance members (Governing Board, Branch Boards, Unit Boards and other statutory bodies);
 - Support the process of reporting, information-sharing and communication within MRC's Governance structure (General Assembly, Governing Board, Branch and Unit Boards and other statutory bodies);
 - Ensure that branches adhere to the statutory requirements such as conducting unit/branch board meetings and collect maintain records
 - Provide inputs to plans, proposals and reports as required;

4. Provide administrative support for HR:
 - Assist HR with new recruitment and induction process.
 - Monitor and maintain relevant records for annual leave and all kind of leave / holidays approved for staff.
 - Ensure movement of staff i.e., Leaves, absence etc. is properly recorded.
 - Ensure all probation review and performance appraisals are complete to date.
 - Ensure all contracts or extension letters are prepared and shared with staffs.
 - Monitor and maintain staff attendance daily/monthly.
 - Maintain all staff files.
 - Provide any other support as required.

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 or Diploma in a related field. Undergraduate Degree is preferred

Experience



Having worked in a similar kind of post previously for at least one year
Experience in facilitating and supporting governance/management functions is preferred
Experience in humanitarian and/ or development work is preferred

Skills/knowledge

Excellent oral and written communication in English and Dhivehi language, including ability to translate from English to Dhivehi and vice versa
Self-supporting in computers (spreadsheets, word processors, etc.)
Skills in coordination, mentoring, facilitation and training
Outgoing and social, and able to build rapport with diverse types and age of people
Ability to handle conflicts and effective communication in such situations
Strong Organisational Skills.

Competencies

Interpersonal relations
Results focus, dedicated and high standards of accountability
Organised and attention to detail.
Teamwork
Good communications skills and able to build rapport with diverse groups in the community.

Contract and Salary

Contract Type: **Fixed term (one year)**
Monthly Salary: **MVR 11,300 - 14,300** (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 1st July 2021.

Only short-listed candidates will be contacted for interviews.