

Internship Opportunity

Main Role:	Intern – Male Branch x 2
Unit/dept/delegation:	Male Branch, Maldivian Red Crescent
Reports to:	Manager, Male Branch
Key Responsibility:	To provide support to Male Branch in and the implementation of Programs & Services and management of volunteers.

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 Intern is to provide support to Male Branch in carrying out the programs and services of the branch and to provide support in the implementation of administrative tasks and management of volunteers. The Intern will report to the Male' branch Manager and will work in coordination with the Program Officer of Male' branch.

Key tasks and responsibilities

- Support towards regular operations of Male' Branch:
 - Support in day-to-day operations of the branch including information management, organizing meetings, etc.
 - Support in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc
 - Support in the implementation of the ongoing program and services of the branch.
- Support towards emergency management and coordination
 - Whenever need be, support the coordination of emergency response planning and execution.
- Support in member and volunteer management of Branch
 - Ensure all Volunteer forms are entered in the system.
 - Effectively monitor and maintain all volunteer records.
 - Ensure all timesheets are collected and entered in the system weekly basis.
 - Ensure the team debriefings are conducted on a regular basis.
 - Call for Volunteers if needed.
 - Ensure all new Volunteers receive proper briefing and orientation with the support of the staff.

- Ensure volunteer refreshments are provided as per the conditions.

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

O' Level (at least 3 - 4 passes, credit and above)

Experience

Background in related field

Teamwork: proven through involvement in school extracurricular activities

Skills/knowledge

Excellent oral and written communication in English and Dhivehi language

Self-supporting in computers (spreadsheets, word processors, etc.) – Basic MS Windows Pack

Proven leadership skills (through school extra-curricular or leadership posts)

Competencies

Interpersonal Relations

Results focus and accountability

Teamwork

Communications

Contract

Timeframe: **3 months with possibility of extension**

Type: **Paid Internship**

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 July 18, 2021.

Only short-listed candidates will be contacted for interviews.