

## Vacancy Announcement

<b>Job title:</b>	Programme Officer - Community-based health and first aid (CBHFA)
<b>Unit/dept/delegation:</b>	Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager - Programmes and Services
<b>Key Responsibility:</b>	To develop, implement and support coordination of MRC's Community-based health and first aid (CBHFA) under MRC's programmes and services

## 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 Programme Officer is responsible for the effective coordination, operational management, and delivery of MRC's Community-based health and first aid (CBHFA) programme and to ensure that our staff and volunteers have the capacities and knowledge to effectively implement Health and First Aid services. This position will provide leadership and play a lead role in implementation of the MRC Health and First Aid programme and services, contributing to further development of the programme and ensure stakeholder engagement. The position is responsible for supporting branches and volunteers in programme delivery and is responsible for the development and maintenance of internal and external networks and collaborative partnerships that drive the CBHFA programme.

The Programme Officer will work under the supervision of the Programmes and Services Manager and will work in coordination with the Senior Programme Officer - Health and Inclusion Officer in the national headquarters.

## Key tasks and responsibilities

1. Programme conceptualisation, development and support implementation of MRC's Strategic Priority ii: Strengthen First Aid and Psychosocial Support Services and Priority iv: Promote Health and Wellbeing in a Changing Environment.
  - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan.
  - Support the resource mobilization team to raise resources towards programmes and services.

- Support the Communications team in developing messages and materials related to programmes and services.
  - Support MRC Branches in the implementation of programme outcomes and activities.
  - Assess, identify, organize, and carry out capacity building programmes and training in line with the assigned priority areas, in collaboration with HQ and Branches.
  - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
  - Ensure that MRC HQ collects statistics and data on the indicators and targets in the annual and strategic action plan and provide technical support and guidance to Branches to collect and collate required statistics and data.
2. Oversee the development and delivery of CBHFA programme including the planning, implementation, effective service delivery, monitoring and evaluation processes.
- Coordinate and facilitate CBHFA trainings for volunteers and community members.
  - Coordinate and facilitate CBHFA project/programme activities and health promotion sessions according to global minimum quality requirement and content based on the priorities of the community.
  - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
  - Actively seek opportunities to expand the CBHFA program including planning to achieve the program's sustainability into the future.
  - Work in close coordination with Branches in implementing CBHFA programme throughout Maldives.
3. Effective coordination and implementation of MRC's First Aid Programme.
- Develop and coordinate strategic implementation of MRC's First Aid Policy
  - Set, monitor, and periodically review technical standards of the FA Programme including but not limited to, Training Modules, Training Standards & Instructor Pathways
  - Identify avenues of expansion and diversification of the First Aid Programme and offer guidance to MRC Branches on Branch FA Programmes
  - Organize First Aid trainings (all levels) and refreshers as necessary to maintain a constant pool of First Aiders (all levels)
  - Support the Communications Team in the promotion & advocacy of First Aid in Maldives
4. Effective coordination and implementation of MRC's Commercial First Aid (CFA) Programme
- Prepare CFA annual plans, with clear monthly targets.
  - Strategically plan out trainings and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximizing the resources available.
  - Facilitate First Aid training sessions for MRC's clients.

- Identify avenues of expansion and diversification of CFA and provide support in incorporating them within the annual plans.
  - Identify potential new clients and avenues to engage with new clients.
  - Manage, mobilize and allocate trainers as appropriate for trainings.
  - Monitor and review quality of the First Aid service provided by the FA Trainers through participant evaluations and monthly debriefing sessions.
  - Manage the sales of First Aid Kits
  - Support the Communications Team in the promotion of MRC's Commercial First Aid Programme
  - Manage payments and issuance of certificates after completion of all trainings on a timely manner.
  - Set mechanisms to monitor and report on First Aid activities and income generated monthly, quarterly, and annually.
  - Effectively manage a database for First Aid which includes: an updated database of all the first trainers, trainees and first aid equipment's available in MRC & inventory of first aid materials (contents of first aid kits) and prepare plans to procure before stock runs out.
5. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise
- Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC.
  - Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.
6. Carry out all the work related to the project 'Promote the health and wellbeing of young people experiencing behavioural crises related to substance use by providing education, service and support through community first responders'.

#### 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

University degree in health, social sciences or related field

##### Experience

- Priority will be given to individuals who have completed First Aid Training of Trainers of MRC.
- Ability to work effectively as part of a team.
- Experience in facilitating trainings and sessions.
- Experience in project management and coordination
- Experience in humanitarian and/ or development work
- Experience in the area of health, wellbeing and social cohesion preferred.

#### Skills/knowledge

- Completed an MRC BFA/SFA or added advantage.
- Skills in coordination, project implementation, budgeting, reporting, analytical skills, etc
- Be able to build rapport with diverse groups of people.
- Commitment to shared values and building organizational capacity.
- Training and facilitation 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.
- Excellent written and spoken Dhivehi & English.

#### Contract and Salary

Contract Type: **Fixed term (one year)**

Monthly Salary: **MVR 11,300 – 14,600** (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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 2 PM on 5<sup>th</sup> July 2021.**

**Only short-listed candidates will be contacted for interviews.**