

## Internship Opportunity

<b>Main Role:</b>	<b>Programme Intern – Psychosocial Support</b>
<b>Unit/dept/delegation:</b>	Programmes and Services, Maldivian Red Crescent
<b>Reports to:</b>	Under the supervision of Programmes and Services Manager, and guidance of the Senior Programme Officer – Health & Inclusion
<b>Key Responsibility:</b>	To assist the Maldivian Red Crescent’s team in the day-to-day activities of the programmes department and Psychosocial support Covid19 operation activities.

### 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

Programme intern – Psychosocial Support, will assist in the implementation of the programmatic and Psychosocial support Covid19 operation activities of the Maldivian Red Crescent.

The intern must be energetic, innovative, driven and familiar with MRC’s work. The internship will provide the opportunity to assist in the implementation of projects, gain hands-on experience and training in many aspects of humanitarian work, while also gaining a good understanding of Red Cross Red Crescent movement, and other organizational skills.

Other benefits of an internship at Maldivian Red Crescent include exposure to working with a diverse group of dedicated volunteer pool and the ability to network with a wide variety of individuals.

### Key tasks and responsibilities

#### 1. Support Administrative tasks

- Organize an efficient administrative system of the day-to-day running of the COVID19 PSS Operations
- Maintain a central filing system, database, and incoming and outgoing files
- Provide administrative support for matters relating to the management of volunteers and personnel engaged in the PSS Center

#### 2. Support coordination tasks

- As per the plans for the PSS operations, coordinate all necessary implementation procedures which includes, planning, logistics, human resources, procurement, arranging meetings, coordinating with relevant focal points and stakeholders, etc.
- Identify purchase requirements of PSS center and process requests to submit to finance department.
- Coordinate with finance department and ensure purchase requirements are met.
- Complete all the necessary documentation in relation to cash advances.
- Ensure regular maintenance of logs and data, weekly reporting to the technical working group, conducting and documenting debriefs, etc.

#### 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

Experience and knowledge of voluntary work is preferred

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

Duration: **1 month**

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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 2 PM on August 8, 2021.**

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