

## Vacancy Announcement

<b>Job title:</b>	Senior Project Officer – COVID19 Immunization campaign (Full Time)
<b>Unit/dept/delegation:</b>	Programmes and Services Department, Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager - Programmes and Services
<b>Key Responsibility:</b>	The Senior Project Officer is required to support the MRC and the Ministry of Health collaborated COVID-19 Immunization Campaign in coordination with the Health Protection Agency. The officer will be required coordinate and implement this awareness campaign focusing on Community engagement and information dissemination in highly populated communities across the Maldives.

### 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.

Maldivian Red Crescent (MRC) in its auxiliary capacity hopes to work with public authorities in providing support in implementing a nationwide COVID-19 Vaccine awareness campaign. The primary objective of the campaign is to create awareness on the importance of getting vaccinated and to clear the misconceptions around administering Covid19 vaccine.

### Purpose

The purpose of the position of the Senior Project Officer is supporting the implementation and coordination of a nationwide COVID-19 Vaccine Awareness Campaign.

The Senior Project Officer will work under the supervision of the Programmes and Services Manager and Programmes Coordinator will work in coordination with the Programmes and Services team in the national headquarters and other MRC branches/units based across the Maldives.

## Key tasks and responsibilities

The Senior Projects Officer will be required to coordinate and implement an awareness campaign on COVID-19 Immunization focusing on community engagement and information dissemination in highly populated communities across the Maldives with the support of MRC branches/units.

- 1- Manage, Implement, phases 1 of the COVID-19 Vaccine Awareness Campaign in accordance with the project proposal agreed between MRC and Ministry of Health in coordination with the Health Protection Agency.
  - Manage and coordinate relevant project staff hired for the implementation of the project in respective MRC Branches.
  - Carry out facilitator training and orientation programs to implement awareness and outreach activities on COVID-19 vaccines in Greater Male' Area, Hdh. Kulhuduffushi City and Addu City.
  - Implement and coordinate door-to-door campaign for COVID-19 vaccine awareness in coordination with MRC branches/units and Health Protection Agencies in targeted island communities as per the project proposal.
  - Implement and coordinate the COVID-19 vaccine public perception study in coordination with Health Protection Agency as per phase 1 of the project proposal.
  - Monitor activity implementation, budget utilization, and ensure regular reporting to MRC HQ liaising with World Bank, Health Protection Agency, and UNICEF Maldives.
  
- 2- Support MRC branches to implement project specific activities under phase 1 of the COVID-19 Vaccine Awareness Campaign
  - Facilitate MRC branches to plan the activities under the proposed deliverables under phase 1.
  - Ensure technical support is provided to MRC Branches and units to carry out the activities.
  - Ensure that relevant reporting commitments are met by MRC branches in the implementation of this campaign.
  
- 3- Develop and conceptualize communication strategies of the campaign in coordination with MRC Headquarters, Ministry of Health Protection Agency, and UNICEF Maldives.
  - Coordinate and support development of campaign related content and awareness material in coordination with MRC Communications team as well as the Communications Working Group of the National COVID-19 Vaccine Steering Committee, Health Protection Agency, and UNICEF Maldives.
  - Implement the related communication and advocacy campaign and produce relevant visibility and advocacy material, including infographics and video products in coordination with project stakeholders and MRC communications team.
  - Manage and/or supervise communication with external contractors such as consultants, translators, graphical designers for the COVID-19 Vaccine Awareness Campaign.

- Respond or carry out media outreach and coordinate media appearances and press briefings in consultation with MRC Communications Team.
- 4- Manage budgets, and maintain necessary reporting requirements of this project as per the procedures established by MRC Programmes and Services department
- Ensure that reporting requirements are met by MRC branches supporting the implementation of the project.
  - Plan and develop budgets for the implementation of the Project.
  - Work closely with the finance team of MRC on matters related to budget management of the project.
  - Ensure financial accountability by adhering to MRC financial policies and guidelines.

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.

#### 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 social work, public health or project management. Other related fields will also be considered.

##### Experience

- Minimum 2 year of experience in the Project Management
- Experience in working with and managing teams.
- Previous experience in working on community-based projects and advocacy campaigns preferred.
- Experience in health, wellbeing and social cohesion preferred.
- Demonstrated experience with general communications activities such as writing and editing information materials.
- Work experience with Red Cross and Crescent Movement, other international organizations, NGOs and/or governmental development agencies preferred.

##### Competencies, Skills/knowledge

- Leadership, Management and Coordination Skills



- Report writing skills.
- Excellent verbal and written communication skills in Dhivehi and English.
- Good communications skills and able to build rapport with diverse groups in the community.
- Self-driven and able to meet deadlines, prioritize workload and multi-task.
- Able to build good interpersonal relations and work with a team.

### Contract and Salary

Contract Type: **Fixed term (3 months)**

Monthly Salary: **MVR 15,000.00**

### 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> September 2021.**

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