

## Vacancy Announcement

<b>Job title:</b>	Programme Assistant – Part-Time
<b>Unit/dept/delegation:</b>	Kulhudhuffushi City Office, Maldivian Red Crescent
<b>Reports to:</b>	Manager - Kulhudhuffushi City Office
<b>Key Responsibility:</b>	To support the implementation and coordination of MRC Kulhudhuffushi City Office Programmes, services and operations.

## Background

The Maldivian Red Crescent (MRC) 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, 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, units spanned all over Maldives. To date it has established 20 units spanning all over Maldives. 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 Programme Assistant is to provide support towards the implementation of MRC's Kulhudhuffushi City Office operations and Programmes.

The Programme Assistant will work under the supervision of the Manager in MRC Kulhudhuffushi City Office.

## Key tasks and responsibilities

1. Support the Manager - Kulhudhuffushi City Office in the implementation of Unit Plan and Programmes.
  - Support towards effective coordination between units on programming
  - Support in organising logistics and other arrangements for implementation of activities.
  - Support towards collection of statistics and data on the indicators and targets in the annual and strategic action plan.
  - Support the implementation, monitoring of the Healthy Ageing Programme carried out in Kulhudhuffushi City in coordination with MRC HQ.
2. Support towards regular operations of Kulhudhuffushi City Office
  - Assistance in day-to-day operations of the unit including logistics management, information management, organising meetings, office up-keep etc.

- Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc
  - Research and implement innovative methods towards enhancing delivery of humanitarian services.
  - Support the resource mobilization efforts of the unit
  - Support the Communications efforts related to Programmes and services in unit
3. Support towards emergency management and coordination
- Whenever need be, support the coordination of emergency response planning and execution.
4. Support in member and volunteer management of the unit
- Assist unit in maintaining membership and volunteer data.
  - Assist unit in ensuring regular communications and coordination with members and volunteers.

#### 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 qualification

##### Experience

- Experience in a similar project environment setting is preferred
- Experience in working in teams and organizing community activities.
- Experience in humanitarian and/ or development work is preferred.

##### Skills/knowledge

- Be capable of working independently in collaborative team environment.
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, in order to set priorities, organize work load, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet;
- Able to build rapport with diverse groups in the community
- Excellent written and spoken Dhivehi & English.

### Contract and Salary

Contract Type: **Part-Time Contract basis, until year-end 2023 with possible extension**  
Monthly Salary: **MVR 5,000**

### 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 15<sup>th</sup> March 2023.**

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