

Internship Opportunity

Main Role:	Intern – Addu City Office x 2
Unit/dept/delegation:	MRC Addu City Office, Maldivian Red Crescent
Reports to:	Manager, MRC Addu City Office
Key Responsibility:	To provide support to MRC Addu City office in 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 MRC Addu City office 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 MRC Addu City office Manager.

Key tasks and responsibilities

- Support towards regular operations of MRC Addu City office:
 - Support in day-to-day operations of the Unit 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 MRC Addu City Office
 - Whenever need be, support the coordination of First Aid Service planning and execution.
- Support towards vehicle service and patient transport services and emergency management and coordination
 - As required, support the vehicle service and patient transport services provided by MRC Addu City office.
 - Whenever need be, support the coordination of emergency response planning and execution.
- Support in member and volunteer management of the MRC Addu City Units
 - Support monitoring and data management of volunteer records.
 - Ensure all timesheets are collected and entered in the system weekly basis.
 - Conduct the team debriefings on a regular basis in coordination with Addu City Office Staff.
 - Support volunteer orientation and briefing with the support of the Addu City Office Staff.
 - Support and 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 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)

Driver License (B2)

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 14th December 2021.

Only short-listed candidates will be contacted for interviews.