

Vacancy Announcement

Job title:	Projects Assistant – COVID-19 Immunization Campaign (Full Time)
Unit/dept/delegation:	Addu City Office Maldivian Red Crescent
Reports to:	Senior Projects Officer – COVID-19 Immunization Campaign Manager – Addu City Office
Key Responsibility:	The Project Assistant is required to support the implementation and coordination of the activities in Addu City under the MRC and the Ministry of Health collaborated COVID-19 Vaccine Awareness Campaign in coordination with the Health Protection Agency and UNICEF 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 Units spanned all over Maldives. To date it has established 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 tasks and responsibilities of the Project Assistant is to provide support towards the implementation of the activities in Addu City as part of the nationwide COVID-19 Immunization Campaign.

The Project Assistant will work under the supervision of the Senior Project Officer – COVID-19 Immunization Campaign and Addu City Office Manager. The Project Assistant will work in coordination with the Addu City Office team and the Programmes and Services team in the national headquarters.

Key tasks and responsibilities

- 1- Support the Senior Projects Officer and Addu City Office Manager in the implementation of phase 1 of the COVID-19 Vaccine Awareness Campaign in Addu City.
 - Support towards effective coordination between relevant stakeholders, units, and volunteers.
 - Facilitate and support in carrying out facilitator training and orientation programs to implement awareness and outreach activities in Addu City.
 - Support in the implementation and coordination of the door-to-door campaign for COVID-19 vaccine awareness in Addu City.
 - Support in the implementation of the COVID-19 Vaccine public perception study in coordination with the Senior Projects Officer and Addu City Office Manager.
 - Support in organising logistics and other arrangement for activity implementation.

- 2- Supporting day-to-day operational activities of the COVID-19 Vaccine Campaign
 - Support collection of statistics and data of activities implemented as required.
 - Support Addu City Office Manager in the coordination and management of volunteers mobilized for the COVID-19 Vaccine Awareness Campaign.
 - Organize and coordinate necessary logistical support for activity implementation of the project.

- 3- Support the Senior Projects Officer and Addu City Office Manager in developing and implementing communication strategies of the campaign.
 - Assist in the implementation of the communication and advocacy strategy of the campaign.
 - Provide Support in coordinating and disseminating of campaign related content and awareness material.
 - Support all communication efforts related to the campaign.

- 4- Provide support to Senior Projects Officer in managing budgets and maintaining necessary reporting requirements established by MRC.
 - Provide assistance in planning and developing budgets for the implementation of the Project.
 - Maintain and manage finance related records and 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

A'Level or a Diploma in related field such as Health or Project Management.

Experience

- Minimum 1 year of experience in a similar project environment /community-based projects or advocacy campaigns.
- Experience in working in teams and organizing community activities.
- Work experience with Red Cross and Crescent Movement, other international organizations, NGOs and/or governmental development agencies preferred.

Competencies, Skills/knowledge

- Excellent working knowledge of Microsoft Office skills.
- Capable of working independently in a collaborative team environment.
- 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.

Contract and Salary

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

Monthly Salary: **MVR 10,000.00**

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

Deadline: The deadline for application is 2 PM on 26th December 2021.

Only short-listed candidates will be contacted for interviews.