

MRC-AD/MIS/2022/022

Vacancy Announcement

Job title:	Programme Assistant
Unit/dept/delegation:	Kulhudhuffushi City Office, Maldivian Red Crescent
Reports to:	Manager, Kulhudhuffushi City Office
Key Responsibility:	To support the implementation and coordination of Kulhudhuffushi City Unit 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 Programme Officer in Kulhudhuffushi City Office.

Key tasks and responsibilities

1. Support the Unit Programme Officer 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 in monitoring programme implementation, budget utilization and ensure regular reporting to Unit Board and HQ, and preparation of quarterly reports and donor reports as required.
 - Support towards collection of statistics and data on the indicators and targets in the annual and strategic action plan.
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/Red Crescent principles.
- Perform any other work-related duties and responsibilities that may be assigned by the Programme Officer.

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.

Competencies/Skills/knowledge

Microsoft Office skills (spread Sheets, Word processors, etc.)
Organized and attention to detail.
Integrity and high standard of personal conduct
Results focused and dedicated.
Able to build rapport with diverse groups in the community
Interpersonal Relations and teamwork
Results focus and accountability
Teamwork

Contract and Salary

Contract Type: Yearly contract basis
Monthly Salary: MVR 7000 - 8200

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 January 23, 2021. Only short-listed candidates will be contacted for interviews.