

Vacancy Announcement

Job title:	Projects Assistant
Unit/dept/delegation:	Programmes and Services Department, Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Programme Officer –MHPSS in close and regular coordination with Programme Coordinator - Health & Inclusion
Key Responsibility:	Support Programme Officer – MHPSS in sorting and analyze existing data sets from the PSS helpline service

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established based on 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.

Maldivian Red Crescent has been providing telephone-based psychosocial support (PSS) to people affected by the current outbreak of coronavirus disease (COVID19) since the 8th of March 2020, as part of the activities in the PSS operations. PSS is one of the key areas in which MRC provides assistance to affected populations in the Maldives and is among the priority areas in the current strategic plan of action (2019 – 2030), which includes the strengthening of PSS services during emergencies. PSS includes a variety of interventions that address the psychological and social needs of affected populations which are implemented to promote resilience of affected individuals, groups, and communities.

Moreover, Gulhaalamaa campaign was also established as part of the PSS operations following the outbreak of Coronavirus disease (COVID-19). The main target of this campaign was to reach out to individuals that are affected by the COVID-19 to raise awareness on the importance of mental health and psychosocial support needed. PSS trainings have been an important part of raising awareness of mental health. These trainings have been conducted for stakeholders, frontline workers at the health operation center and MRC staff and volunteers. Over the year 2020 and 2021, we have been able to conduct trainings for a total of 7745 participants including training such as Basic Psychological First Aid, Psychological First Aid Orientation, Supportive Communication and additional sessions.

Following the pandemic of COVID19, Maldivian Red Crescent established the PSS helpline services, mental health awareness campaign "Gulhaalamaa along with several trainings that were conducted around Maldives regarding Psychosocial Support. The Consultant will be responsible for supporting MRC's project team in the compilation of the monthly reports by filtering through the raw data that are required for the UNICEF Project that has been completed. The consultant should filter through the raw data to get information such as the number of call incoming and outgoing calls, demographics of the callers and the key issues in the PSS helpline for the month.

Purpose

The overall objective of the Project Assistant is to support Programme Officer – MHPSS in sorting and analyze existing data sets from the PSS helpline service.

Key tasks and responsibilities

The Project Assistant will be required to provide support to the Programme Officer - MHPSS in sorting, compiling, and analyzing the MHPSS Call Center data sets. This includes the following:

- Sorting and filtering of available raw data sets: (number of incoming and outgoing calls, demographics of callers, nature of the calls and the incoming and outgoing referrals from/to PSS helpline of MRC)
- Support in generating, visualizing & compiling sorted data into usable statistics for reporting purposes.

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 Diploma in Business Administration, Computing, or related field

Competencies, Skills/knowledge

- Fluent in both English and Dhivehi with strong writing skills
- Must be proficient in Excel (Running and creating functions, pivot tables, and charts.)
- Problem solving skills
- Analytical Skills
- Time Management
- Team Player

Contract and Salary

Contract Type: **Fixed term - 1 month**

Monthly Salary: **MVR 8,600 – 10,000**

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

Deadline: The deadline for application is on 26th January 2022, Wednesday, 14:00 pm.
Only short-listed candidates will be contacted for interviews.