

## Vacancy Announcement

<b>Job title:</b>	Programme Assistant-First Aid Trainer
<b>Unit/dept/delegation:</b>	Male' City Unit, Male'
<b>Reports to:</b>	Manager – Male' City Office
<b>Key Responsibility:</b>	To develop, implement and support coordination of MRC Male' City Unit's first aid training and services.

## 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 First Aid Trainer is responsible for the effective coordination, operational management, and delivery of Male' City Units first aid trainings and services. This position will provide leadership and play a lead role in implementation of the Male' City Units first aid programmes, contributing to further development of the programme and ensure stakeholder engagement. The position is responsible for supporting volunteers in programme delivery and is responsible for the development and maintenance of internal and external networks and collaborative partnerships that drive the first aid programme.

The First Aid Trainer will work under the supervision of the Manager of Male' City Office and will work in coordination with the Programme Officer and Patient Transport Officer in Male' City Office.

## Key tasks and responsibilities

1. Conduct First Aid Trainings.
2. Work closely with CBHFA Officer on the development and delivery of the first aid programme including the planning, implementation, effective service delivery, monitoring and evaluation processes.
  - Coordinate and facilitate first aid trainings for volunteers and community members.
  - Coordinate and facilitate first aid services.
  - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of monthly activity and income generations reports

- Actively seek opportunities to expand the first aid program including planning to achieve the program's sustainability into the future.
  - Work in close coordination with the Programme Officer in promotion of the first aid trainings and services.
  - Work in close coordination with the Patient Transport Officer in execution of first aid services.
3. Implementation of first aid training and service-related works from the Annual Work Plan in coordination with the Programme Officer
4. Management of volunteers during first aid trainings and services.
- Strategically plan out trainings and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximizing the resources available.
  - Manage, mobilize, and allocate trainers as appropriate for trainings.
  - Monitor and review quality of the First Aid service provided by the FA Trainers through participant evaluations and monthly debriefing sessions.
  - Manage payments and issuance of certificates after completion of all trainings on a timely manner
  - Set mechanisms to monitor and report on First Aid activities and income generated monthly, quarterly, and annually.
  - Effectively manage a database for First Aid which includes: an updated database of all the first trainers, trainees and first aid equipment's available in MRC & inventory of first aid materials (contents of first aid kits) and prepare plans to procure before stock runs out.
5. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise
- Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC.
  - Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.

#### 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 or A Level (Preferred A Level)

### Experience

- Priority will be given to individuals who have completed First Aid Training of Trainers of MRC.
- Ability to work effectively as part of a team.
- Experience in facilitating trainings and sessions.
- Experience in project management and coordination
- Experience in humanitarian and/ or development work
- Experience in the area of health, wellbeing and social cohesion preferred.

### Skills/knowledge

- Completed an MRC BFA/SFA will be an added advantage.
- Skills in coordination, project implementation, budgeting, reporting, analytical skills, etc
- Be able to build rapport with diverse groups of people.
- Commitment to shared values and building organizational capacity.
- Training and facilitation skills.

### Competencies

- Interpersonal relations
- Results focus, dedicated and high standards of accountability.
- Organised and attention to detail.
- Teamwork
- Good communications skills and able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

## Contract and Salary

Contract Type: **3 Months**

Monthly Salary: **MVR 9,700**

## 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 23<sup>rd</sup> March 2022 14:00Hrs**

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