

Vacancy Announcement

Job title:	Project Assistant – Women's Self-Help Group
Unit/dept/delegation:	Kulhudhuffushi City Office
Reports to:	Manager - Kulhudhuffushi City Office
Key Responsibility:	To develop, implement, and support implementing all M&E activities for women's self-help group to support survivors of GBV including Violence Against Women

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 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 Project Assistant will be responsible for developing, implementing, and supporting implementation of all M&E activities for women's self-help group to support survivors of GBV including Violence Against Women project, achieved through pilot and operationalizing the support groups in Kulhudhuffushi City. The Programme Assistant will be expected to monitor the project outputs and for ensuring that project maintains its objectives and that its activities result in the achievement of outputs according to project timeline.

The Programme Assistant will work under the supervision of the Manager - Kulhudhuffushi City Office and will work in coordination with the Programme Coordinator - Health and Inclusion.

Key tasks and responsibilities

- Support the Manager Kulhudhuffushi City Office in project planning and implementation.
- Develop and implement the overall framework to monitor all project activities, expenditures, and progress towards achieving project outputs.
- Monitor and evaluate overall progress on achievement of results and sustainability of Women's Self-Help groups project established in Kulhudhuffushi City.
- Provide support in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as appropriate.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Provide feedback to Programme coordinator and donors on project strategies and activities.
- Supporting Programme Coordinator – Health and Inclusion and project teams with drafting and submitting progress reports to donors in a timely fashion.
- Providing assistance in project implementation and developing MEL plans, and performance monitoring plans.

- Provide monthly reports and updates to Manager – KCO and programmes and services department.
- Support Manager in budget management and sustainability of the project: managing, monitoring, and forecasting the project budgets for effective implementation

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. (Preferably a Diploma in developmental studies, health, psychology, social sciences, or related field)

Experience

Priority will be given to individuals with 1 year experience in Monitoring and Evaluation or project management
Ability to work effectively as part of a team

Desired

Experience in humanitarian and/ or development work

Experience in the area of health, wellbeing, psychology and social cohesion preferred.

Skills/knowledge

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

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: **8 months with possible extension**

Monthly Salary: **MVR 8000 – 9,700** (depending on qualification and experience)

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 May 17, 2022 (Tuesday)

Only short-listed candidates will be contacted for interviews.