

Internship Opportunity

Main Role:	Program Intern – Male City Office
Unit/dept/delegation:	Male City Office, Maldivian Red Crescent
Reports to:	Manager - Male City Office
Key Responsibility:	To provide support to Male City Office in the implementation of Programs & Services and management of volunteers.

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, Offices and Units spanned 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 Program Intern is to provide support to the Program Officer as directed by the Manager - Male' City Office. The Program Intern will report to the Manager – Male' City Office and will work in coordination with the Program Officer of Male' City Office.

Key tasks and responsibilities

Program Tasks:

- Support Program Officer in Annual Work Plan works.
- Support Program Officer in Arranging Event, Training in relation to Annual Work Plan.
- Support Program Officer in Managing Commercial Services.
- Support Program Officer in Blood Camps organized monthly.
- Support Program officer in doing regular weekly debriefings with Volunteer teams.
- Management of Volunteer Timesheets.

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 (at least 3 - 4 passes, credit and above)



Experience

Background in related field

Teamwork: proven through involvement in school extracurricular activities

Skills/knowledge

Excellent oral and written communication in English and Dhivehi language

Self-supporting in computers (spreadsheets, word processors, etc.) – Basic MS Windows Pack

Proven leadership skills (through school extra-curricular or leadership posts)

Competencies

Interpersonal Relations

Results focus and Accountability

Teamwork

Communications

Contract

Timeframe: **1 Month**

Type: **Paid Internship**

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 December 11, 2023.

Only short-listed candidates will be contacted for interviews.