

## Vacancy Announcement

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| <b>Job title:</b>            | Project Manager - ERCP  |
| <b>Unit/dept/delegation:</b> | Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'   |
| <b>Reports to:</b>           | Manager - Programmes and Services   |
| <b>Key Responsibility:</b>   | To develop, implement, and support coordination of MRC's Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP) Project and support MRC's Programmes 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 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.

Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP) in the Maldives is a project implemented by Maldivian Red Crescent supported by United States Agency for International Development, the Bureau for Humanitarian Assistance (USAID BHA) with the overall goal to Enhance and strengthen risk-based resilience planning at island and city levels and strengthen locally led preparedness and mitigation actions through systematic capacity building of existing resources and tools in island communities in the Maldives. Strengthening Preparedness and Resilience through Resilience through Inclusive Community Governance in Maldives.

## Purpose

The Project Manager will manage the overall implementation of MRC's Project Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP) in accordance with the project requirements and MRC's Strategic vision under its Strategic Plan 2019-2030.

The Project Manager will work under the supervision of the Manager, Programmes & Services in MRC Headquarters (MRCHQ) in coordination with the ERCP Project team as well as the MRC Programmes and Services department.

## Key tasks and responsibilities

1. Manage the *Enhancing Resilience Planning and Strengthening Community Preparedness* (ERCP) in Maldives Project.
  - Manage and implement the project in accordance with the project objectives, deliverables in accordance with the organizational and donor requirements.
  - Managing the ERCP Project Team on a daily basis to achieve the Project deliverables and implementation of project activities in line with approved budget and work plan.
  - Oversee, conceptualize and implement project related technical and guiding documents to support project implementation in accordance with project deliverables and MRC's Strategic *Priority i: Strengthen Emergency Response and Priority iii: Planning for Resilience*.

- Coordination with National Disaster Management Authority (NDMA) and other relevant stakeholders in the implementation of the project related activities.
  - Develop capacities of the Project team for effective project implementation and ensure that the requirements and materials for project implementation are always organized and available.
    - Execute relevant orientation, training, and planning exercises in target communities, MRC City Offices/Units and relevant stakeholders in accordance with project deliverables.
    - Support MRC City Offices/Unit with the implementation of the Project related activities as required and actively participate in the planning, implementation, monitoring, and reporting of activities carried out in coordination with MRC City Offices/Units.
    - Determine progress and requirement for support in target communities and ensure that objectives and targets are met while identifying gaps and providing feedback.
    - Extending assistance to the target communities in networking and partnership with other sectors through MRC HQ as needed.
    - Maintain regular contact with target communities and volunteers, volunteer leaders and volunteer managers to ensure effective implementation of the project.
  - Manage Project Budget for effective budget utilization and resources.
    - Develop budget forecast and plans as required for the project.
    - Ensure financial accountability by adhering to MRC's Financial policies, guidelines, and donor requirements.
    - Work closely with the finance team of MRC on matters related to budget management, procurement, and logistics related to the project.
    - Ensuring timely financial reporting as required under the project.
  - Develop and maintain project monitoring evaluation in line with the MRC's Planning, Monitoring, Evaluation and Reporting procedures and donor requirements in close coordination with MRC's Manager- Programmes & Services.
    - Manage reporting requirements as required and ensure quality and timely submission of reports to donors and partners.
    - Establish monitoring and evaluation mechanisms for the project and ensure collection of statistics and data on the indicators and targets of the project.
    - Oversee all reporting requirements (Financial & Narrative) reporting as required under the project and ensure mechanisms are set to report on project progress.
    - Support monitoring and evaluation process of the project to evaluate overall impact of the project in coordination with the monitoring and evaluation consultant.
  - Present recommendations to the Manager – Programmes and Services in areas that need improvement and support in the implementation of the project.
2. Support MRC's Manager, Programmes & Services in Programme conceptualization, development, and support implementation of Programme outcomes and activities under the MRC's Strategic *Priority i: Strengthen Emergency Response* and *Priority iii: Planning for Resilience*
- Support development of concept notes, plans and strategies to effectively deliver MRC Programmes in alignment with the MRC's Strategic Plan and reach the most vulnerable in the community.
  - Support implementation of all work/tasks related to the projects assigned within the context of MRC's Strategic Priority Areas i. Strengthen Emergency Response, Priority iii. Facilitate Planning for Resilience.
  - Provide technical and coordination support to MRC City Offices/Units to implement Programme activities.

- Establish and harmonize data collection on the indicators and targets in the annual and strategic plan and provide technical support and guidance to MRC City Offices/Units to collect and collate required statistics and data.
  - Emergency management and coordination
    - Provide necessary support to ensure MRC City Offices/Units are always ready to respond to emergencies.
    - Develop SOPs to ensure consistency in MRC response initiatives across MRC City Offices/Units.
    - Ensure capacity building and dissemination of knowledge on MRC's response policy and subsequent emergency response SOP's.
3. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
- Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.
  - Participate in meetings, workshops within the context of MRC's Strategic Priority i: Strengthen Emergency Response and Priority iii: Facilitate Planning for Resilience and broader humanitarian work of MRC.
  - Support knowledge and skills exchanges at local, National and Global levels.

#### 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

Preferred: University degree in Project Management / Disaster Risk Management/or Environmental Studies or related field.

##### Experience

- Minimum 3 years' experience in working in a team, project management and coordination.
- Experience in Project Management and experience in workshop/trainings facilitation preferred.
- Experience in humanitarian and/ or Disaster Risk Management preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

##### Skills/knowledge

- Reliable, proven capacity to work independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Coordination, project implementation, budgeting, reporting, analytical skills.
- Highly motivated, solution oriented, results-focused, goal-driven individual, who displays integrity and accountability with strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people and good communication and interpersonal skills.
- Excellent written and spoken Dhivehi & English.

#### Contract and Salary

Contract Type: **Fixed term (one year)**

Monthly Salary: **MVR 20,600 – 25,000** (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](mailto:info@redcrescent.org.mv)

**Deadline:** The deadline for application is **11<sup>th</sup> December 2023, 14:00 hrs.**

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