

MRC-AD/MIS/2024/066

Vacancy Announcement

Job title:	Project Coordinator – ERCP
No. Vacancies	02
Unit/dept/delegation:	Programmes & Services Department, MRC Headquarters, Hulhumale'
Reports to:	Project Manager- ERCP
Key Responsibility:	To develop, implement and support coordination of ERCP Project and MRC Programmes & Services.

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.

MRC aims to be the nation's leading humanitarian organization, with 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.

MRC's Strategic Plan 2019-2030 centers on the concept of resilience. It advocates a shift in thinking and practice, recognizing the need for better coherence in the areas of disaster management, climate change, and development work. This approach aims to increase effectiveness of MRC's humanitarian role and work done in Disaster Risk Management. MRC aims to work towards reducing vulnerabilities and increasing capacities to deal with frequently occurring natural hazards and the impact of natural disasters and climate change risks.

Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP) in the Maldives is a project implemented by MRC supported by United States Agency for International Development 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. The project will support the existing community-based disaster risk management (CBDRM) Programmes carried out within Maldives led by National Disaster Management Authority (NDMA) in alignment with MRC's Strategic Plan 2019 – 2030. This includes strengthening of technical and operational capacities of target islands by carrying out Enhanced Vulnerability and Capacity Assessment (EVCA), development of Island Disaster Management Plans, building emergency response capacity to sustain and institutionalize preparedness, and mitigation efforts across the target islands in close coordination with the National Disaster Management Authority.

Purpose

The Project Coordinator – ERCP will contribute to MRC's Project *Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP) in the Maldives*, by implementing the activities under the project with the aim of increasing resilience of Maldivian Communities.

The Project Coordinator – ERCP will work under the supervision of the Project Manager - ERCP and will work in coordination with the Programmes & Services department in MRC Headquarters and MRC Unit/City Offices.

Key tasks and responsibilities

1. Overall implementation of the project, *Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP)*.
 - Implementation of project activities in specifically assigned target communities.
 - Monitor project activities and set mechanisms and report on their progress.
 - Manage budgets and maintain necessary reporting requirements of this project as per the procedures established by MRC Programmes and Services department.
 - Ensure that the requirements and materials for effective project implementation are always organized and available.
 - 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.
 - Coordination with relevant stakeholders in the implementation of the project related activities.
 - Facilitate the implementation of project activities, travelling to project islands when necessary.
 - Conduct relevant orientation, training, and planning exercises in target communities in accordance with project deliverables.
 - Plan, organize, project related training, workshops in close coordination with MRC Unit/City Offices and relevant stakeholders of the *ERCP* project.
 - Present recommendations to the Project Manager- *ERCP* in areas that need improvement and support in the implementation of the project.
 - Maintain regular contact with target communities to ensure effective implementation of the project.
2. Support MRC Unit/City Offices in the implementation of specific activities under the *ERCP* Project
 - Support MRC Unit/City Offices with the implementation of the Project related activities as required.
 - Actively participate in the planning, implementation, monitoring, and reporting of activities carried out in coordination with MRC Unit/City Offices.
 - Provide technical assistance for activities carried out by MRC Units/City Offices related to the project.
3. Development and implementation of communications strategy for '*Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP)*' Project in accordance with the project requirements.
 - Develop a communications plan for the project.
 - Ensure adherence to the project's Branding Strategy and Marking Plan
 - Coordinate and support development of campaign related content and awareness material in coordination with MRC Communications team and Programmes and Services department.
 - Ensure timely media and social media coverage, promotion, and communications of the project, including the oversight of the project promotion, outreach, and dissemination.
 - Implement the related communication and advocacy campaign and produce relevant visibility and advocacy material, including infographics and video products in coordination with project stakeholders and MRC communications team.
 - Manage and/or supervise communication with external contractors such as consultants, translators, graphical designers for the campaign.
 - Liaise and build rapport with media outlets, through maintaining a register of media outlets and coordinating with relevant media outlets to ensure coverage of relevant project activities and initiatives to have a greater impact.
 - Represent MRC and manage media appearances to provide essential information and engage with media outlets for comprehensive coverage of MRC's activities.

4. Support the Project Manager- ERCP in effective implementation, budget management and sustainability of the ERCP Project.
 - Establish monitoring and evaluation mechanisms for the project and ensure collection of statistics and data on the indicators and targets of the project.
 - Manage reporting requirements as required and ensure quality and timely submission of reports to donors and partners.
5. 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.
6. 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.

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 or.

Diploma in Disaster Risk Management/or Environmental Studies / or Project Management or related field with 1year work experience.

Experience

- Minimum 2 years' experience in working in a team, project management and coordination.
- Experience in facilitating trainings, workshops, and sessions.
- Experience in humanitarian and/ or Disaster Risk Management/ or Climate Action and Sustainability preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge and Competencies

- Reliable, proven capacity to work independently.
- Coordination, project implementation, budgeting, reporting, analytical skills.
- Highly motivated with strong interest in humanitarian work.
- Teamwork and be able to build rapport with diverse groups of people.
- Good Communication and Interpersonal skills.
- Results focused, dedicated and high standards of accountability.
- Organised and attention to detail.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **Fixed term (16 months)** – with possible extension.

Monthly Salary: **MVR 18,500 – 20,300** (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: vacancies@redcrescent.org.mv

Deadline: The deadline for application is **2 PM on 02nd March 2024**, only short-listed candidates will be contacted for interviews.