

MRC-AD/MIS/2024/140

Vacancy Announcement

Job title:	Project Assistant - YABC
Unit/dept/delegation:	Kulhudhuffushi City Office, Maldivian Red Crescent
Reports to:	Manager – Kulhudhuffushi City Office
Key Responsibility:	To implement and support coordination of MRC Kulhudhuffushi City Office 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, 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.

Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC) is a project implemented by Maldivian Red Crescent in partnership with Transparency Maldives supported by United States Agency for International Development (USAID) under the PRIME Project. The project aims to carry out the Youth as Agents for Behavioral Change (YABC) Programme, a flagship youth engagement initiative by the International Federation for the Red Cross and Red Crescent Societies (IFRC) focusing on the promotion of a culture of non-violence and peace (CNV+P) engaging vulnerable at-risk young people with the overall goal of building resilience of youth, enhance their agency and belonging in the society.

Purpose

The main tasks and responsibilities of the Project Assistant - YABC is to support the effective coordination, operational management, and delivery of the activities under the *Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC)* project in Kulhudhuffushi City.

The Programme Assistant will be working, under the supervision of Manager- Kulhudhuffushi City Office and Project Officer – YABC.

Key tasks and responsibilities

1. Support Manager, Kulhudhuffushi City Office, and Project Officer - YABC in the implementation of project activities in Kulhudhuffushi City.
 - Plan, Implement and coordinate YABC Sessions targeted towards Youth and identified Schools in Kulhudhuffushi City.
 - Support and facilitate YABC sessions targeted towards Youth and identified Schools in Kulhudhuffushi City.
 - Support collection of statistics and data on the project indicators and targets in accordance to project requirements.
 - Maintain project related monitoring, evaluation and reporting in coordination with Manager, Kulhudhuffushi City Office and Project Officer – YABC.
 - Support timely dissemination of project activities, outcomes and achievements through the communications medium of Kulhudhuffushi City Office in coordination with MRC communications team.

2. Support, Manager - Kulhudhuffushi City Office in the operational management and implementation of Kulhudhuffushi City Office Programmes and Services where required.
 - Support towards effective coordination, organization of logistics and arrangements for implementation of activities carried under Kulhudhuffushi City Office.
 - Provide assistance in day-to-day operations of Kulhudhuffushi Office, including information management, organizing meetings, office up-keep and resource mobilization.
 - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring.
 - Support in member and volunteer management of Kulhudhuffushi City Office including communication and coordination of members and volunteers as required.
 - Support communication efforts related to Programmes and Services.
3. Support towards emergency management and coordination 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

- Ability to work effectively as part of a team.
- Experience in facilitating training and sessions preferred.

Skills/knowledge

- Coordination, reporting and analytical skills.
- Excellent written and spoken Dhivehi & English.
- Administrative skills and proficiency in Microsoft Applications (Word, Excel, Access, PowerPoint), e-mail applications

Competencies

- Reliable, proven capacity to work independently and within a team.
- Interpersonal, good communication skills and able to build rapport with diverse groups in the community.
- Results focus dedicated and high standards of accountability.
- Organized and attention to detail.

Contract and Salary

Contract Type: Part Time Contract Basis - (May – November 2024)

Monthly Salary: **MVR 5,000**

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 11th April 2024 14:00Hrs

Only short-listed candidates will be contacted for interviews.