

MRC-AD/MIS/2024/146

## Vacancy Announcement

<b>Job title:</b>	Programme Assistant - First Aid, Male' City Office
<b>Unit/dept/delegation:</b>	Male' City Unit, MRC Male' City Office
<b>Reports to:</b>	Manager – Male' City Office
<b>Key Responsibility:</b>	To develop, implement and support coordination of MRC Male' City Unit's First Aid training.

## 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.

## Purpose

The Programme Assistant –First Aid, Male' City Office is responsible for the effective coordination, operational management, and delivery of Male' City Units First Aid trainings and services. This position will provide leadership and play a lead role in implementation of the Male' City Units first aid programmes, contributing to further development of the programme and ensure stakeholder engagement. The position is responsible for supporting volunteers in programme delivery and is responsible for the development and maintenance of internal and external networks and collaborative partnerships that drive the first aid programme.

The Programme Assistant will work under the supervision of the Manager, Male' City Office and work in close coordination with the Senior Programme Officer – Male' City Office, and Fleet Officer in MRC Male' City Office.

## Key tasks and responsibilities

1. Support the effective coordination and implementation of MRC Male' City Units First Aid Programme including Commercial First Aid Trainings
  - Coordinate, conduct and facilitate both community and commercial First Aid Training carried out by MRC Male' City Unit
  - Coordinate and facilitate Commercial First Aid Trainings for resorts, businesses, and organizations within the central region of the Maldives.
  - Coordinate and support planning of trainings (Monthly, quarterly, and annually).
  - Maintain proper documentation, manage payments and issuance of certificates of all training conducted by MRC Male' City Unit in coordination with MRC HQ.
  - Support mechanisms to monitor and report on First Aid Training activities and income generated monthly, quarterly, and annually.
  - Monitor and update Training Database in coordination with MRC HQ and ensure regular reporting to supervisor and managers, and preparation of monthly activity and income generations reports.
  - Actively seek opportunities to expand the First Aid Programme including planning to achieve the Commercial First Aid Programmes sustainability into the future.
  - Work in close coordination with the Senior Programme Officer – MRC Male' City Office and MRC HQ Programmes & Services department in promotion of the First Aid trainings and First Aid advocacy.

2. Management of First Aid Trainers, volunteers, consultants, and resources under the First Aid Programme
  - Strategically plan out trainings for the period (monthly, quarterly, and annually) to effectively deliver the trainings while maximizing the resources available.
  - Manage, mobilize, and allocate trainers as appropriate for trainings.
  - Monitor and review quality of the First Aid service provide by the FA Trainers through participant evaluations and monthly debriefing sessions.
  - Effectively manage and update database for First Aid which includes: First Aid trainers, trainees, and First Aid equipment's available in MRC & inventory of First Aid materials (contents of First Aid kits) and prepare plans to procure before stock runs out.
  - Support and maintain official operational records and workflow, such as requisitions, asset management.
3. Support MRC Male' City Offices operational management and implementation of Programmes and Services in alignment with the Annual Work plan and MRC Strategic Plan 2019-2030.
  - Implementation of First Aid Trainings as per the Unit Annual Work Plan in coordination with the Senior Programme Officer- MRC Male' City Office
  - Support towards effective coordination, organization of logistics and arrangements for implementation of activities carried under Male' City Office.
  - Where required, provide assistance in day-to-day operations of MRC Male' Office, including information management, organizing meetings, office up-keep and resource mobilization.
  - Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC.
4. 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

A 'Level with 2-3 years' Work Experience in MRC First Aid related services.

Preferred: Diploma in Project Management, Social Sciences, Health, or related field with 1+ year work experience or a registered nurse.

##### Experience

- Priority will be given to individuals who have completed First Aid Training of Trainers of MRC or a registered nurse with field experience.
- Experience in facilitating training and sessions.
- Experience in project management and coordination.
- Experience in humanitarian, development work, health and wellbeing and social cohesion preferred.
- Prior experience volunteering with MRC activities and services preferred.

### Skills/Knowledge/Competencies

- Completion of MRC Basic First Aid/Standard First Aid will be an added advantage.
- Skills in coordination, project implementation, budgeting, reporting, analytical skills.
- Strong interpersonal skills, ability to work effectively as part of a team and build rapport with diverse groups of people.
- Organised, results oriented, dedicated, and high standards of accountability.
- Commitment to shared values and building organizational capacity.
- Excellent written and spoken Dhivehi & English.

### Contract and Salary

Contract Type: Retainer Basis

Monthly Salary: **MVR 11,500**

### Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copies of accredited certificates including transcripts
- Copy / photo of ID card.

Applications must be emailed with job title in subject to: [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv)

**Deadline: The deadline for application is 16 April 2024, 14:00 hrs. | Only short-listed candidates will be contacted for interviews.**