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## Vacancy Announcement

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

The Senior Project Assistant - YABC will be working, under the supervision of Manager- Addu City Office in close coordination with Project Officer – YABC based in MRC headquarters.

## Key tasks and responsibilities

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

2. Support, Manager - Addu City Office in the operational management and implementation of Addu City Office Programmes and Services where required.
  - Support towards effective coordination, organization of logistics and arrangements for implementation of activities carried under Addu City Office.
  - Provide assistance in day-to-day operations of Addu 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 Addu 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

A' Level or Advance Certificate in Project Management or related field.

##### Experience

- Experience in a similar project environment setting is preferred.
- Experience in facilitating training and sessions preferred.
- Ability to work effectively as part of a team.

##### 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: Full-Time Contract, (May – November 2024)

Monthly Salary: **MVR 9,700**

#### 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 28<sup>th</sup> April 2024 14:00Hrs**

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