

## Vacancy Announcement

<b>Job title:</b>	Senior Finance and Logistics Officer
<b>Unit/dept/delegation:</b>	Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager – Finance, Admin and Resource Mobilization
<b>Key Responsibility:</b>	Provide support in the implementation and coordination of MRC financial, procurement and logistical procedures

## 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.

## Purpose

Senior Finance and Logistics Officer will be part of Finance and Administration support team providing finance and logistic services for the ERCP Project and overall support in the implementation and coordination of MRC financial, procurement and logistical procedures ensuring efficient and effective operations of the organization.

## Key tasks and responsibilities

1. Supporting the *Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP)* project finance management and logistical program implementation in accordance with Organization policies and donor requirements in coordination with ERCP Project team and MRC Programmes & Services department.
  - Support in the compilation, monitoring and reporting of the MRC's project budget and financial plans
    - Keeping accurate records and monitoring of the transactions related to the project.
    - Apply accounting knowledge and techniques to all areas of work, including accounting data into the accounting system.
    - Support in financial reporting of the project finances in a timely manner in accordance with organizational and donor requirements
  - Support in providing procurement and logistical support to execute project activities in coordination with the ERCP Project team and MRC Programmes & Services department.

2. Support MRC's overall finance, logistics, procurement, and administration tasks providing efficient and effective operational support to execute finance and procurement services:
  - Procurement of MRC equipment and relief supplies as per the procedures and guidelines, and ensuring all documentation are up to full audit trail standard.
  - Arrange customs clearance for stocks and supplies and establish and maintain stock management procedures.
  - Plan, organize and maintain any stores/warehouses containing MRC stock up to standards, providing timely stock reports to Finance Department.
  - Asset and Inventory Management, including year-end inventory count and audit procedures.
  - Manage fixed assets and all insurance policies of the fixed assets.
  - Create and maintain good relationships with vendors/suppliers and negotiate the best deal for pricing and supply contracts.
  - Assist in the preparation of tender documents as required to ensure the production of realistic and commercial tenders.
  - Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
  - Ensure that Fleet Management procedures are applied and respected.

#### 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

Degree (business, administration, finance, or related field) or higher.

##### Experience

- Minimum 1-2 years' experience in a similar role or work environment.

##### Skills/knowledge

- Capable of working independently in collaborative team environment.
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications
- Able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

#### Contract and Salary

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

Monthly Salary: **MVR 15,000 – 17,000** (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: [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv)

**Deadline: The deadline for application is 25<sup>th</sup> July 2024, 14:00 hrs.**

Only short-listed candidates will be contacted for interviews.