

MRC-AD/IUL/2024/462

Vacancy Announcement

Job title:	Programme Officer – Central Regional Office
Unit/dept/delegation:	MRC Central Regional Office
Reports to:	Manager, Central Regional Office
Key Responsibility:	Develop, implement and support coordination of MRC Central Regional Office operations, 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, 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.

Purpose

The Programme Officer – Central Regional Office is responsible for providing technical and operational support to facilitate the implementation of MRC's Central Regional Office Programmes and Services. This role ensures that staff and volunteers are equipped with the necessary skills and knowledge to effectively deliver humanitarian services.

The Programme Officer will work under the supervision of the Manager – Central Regional Office and will also be required to support and ensure efficient daily operations of the regional office.

Key tasks and responsibilities

1. Programme conceptualization and development
 - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan and the priorities of MRC Units operationalized under the regional office.
 - Develop plans and strategies to effectively execute work plans of MRC Central Regional Office and operating units under the office.
 - Research and implement innovative methods towards enhancing delivery of humanitarian services.
2. Support in the implementation of programme outcomes and activities under central regional office.
 - Plan, implement and coordinate programmes and services as per the annual workplan of the units operating under the office.
 - Monitor programme implementation, budget utilization and ensure regular reporting line Manager and MRC HQ, and preparation of quarterly/monthly reports and donor reports as required.
 - Support towards collection of statistics, data on the indicators and targets in the annual and strategic plan of MRC.
 - Provide technical support and guidance to other MRC regional offices to collect and collate required statistics and data where required.
 - Support the communications efforts related to programmes and services of central regional office.
 - Coordinate and support all services provided by MRC units operating under the office.

3. Training and Capacity Building
 - Organize capacity building programmes for volunteers and staff in line with annual work plan central regional office and MRC units operating under the regional office in coordination with MRC HQ.
 - Support in the retention and capacity development of volunteer pools of MRC units operating under the regional office.
 - Collect and maintain statistics on trainings, workshops and consultations and support units to maintain training related statistics across unit levels under central regional office.
4. Support Manager, Central Regional Office in budget management and sustainability of programmes and services of the regional office.
 - Plan and develop budgets for the programmes and services
 - Support in managing, monitoring, and forecasting unit programmes and service budgets for effective implementation
 - Support operating units under the regional office, to manage, monitor, forecast and control programmes and services budgets and resources mobilized at unit level for effective implementation
 - Support operating units under the regional office in strategizing means to sustain programmes and services
 - Manage and maintain volunteer and member database of operating units under the regional office through the establish mechanisms in MRC.
5. Support towards regular operations of Central Regional Office
 - Assistance in day-to-day operations of the regional office including logistics management, information management, organising meetings, office up-keep etc.
 - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc, with the support of team members.
6. 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 Areas and broader humanitarian work of MRC.
 - Support knowledge and skills exchanges at local, National and Global levels.

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 and Experience Required

- Diploma or Degree in Project Management/Business Administration or relevant Field
- Experience working in teams and organizing community activities.
- Experience and knowledge in Project Cycle Management, including monitoring and evaluation
- Experience in organizing, conducting training and workshops
- Experience in humanitarian and/ or development work preferred.

Skills/knowledge

- Experience & Skill in using Microsoft Office Suites, Design tools (Canva or relevant tools).
- Able to build rapport with diverse groups in the community
- Experience and willingness to work in dynamic team settings
- Excellent written and spoken Dhivehi & English
- Results focused, dedicated and organized with attention to detail.
- Integrity and high standard of personal conduct

Contract and Salary

Contract Type: **Yearly Contract Basis**

Monthly Salary: **MVR 11,300 – 15,000** (depending on qualification and experience)

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae and Copies of Certificates
- Copy / photo of ID card.

Applications must be emailed with job title in subject to: vacancies@redcrescent.org.mv

Deadline: The deadline for application is 26th December 2024, 14:00 hrs. Only short-listed candidates will be contacted for interviews.