

MRC-AD/MIS/2025/004

Vacancy Announcement

Job title:	Programme Officer – First Aid & Support Services
Unit/dept/delegation:	Programme & Services Department, MRC HQ, Hulhumale'
Reports to:	Manager - Programmes and Services
Key Responsibility:	To develop, implement, and support coordination of First Aid Programme and support 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.

First aid is an essential service that the Red Cross Red Crescent Movement is known for. As such, in the Maldives, MRC has been one of the leading providers of first aid training in the Maldives since its inception. First aid is considered a key strength of the MRC, and the organization is one of the leading trainers and service providers of First Aid in the Maldives. Enhancing First Aid services, improving service quality, and expanding the overall First Aid capacity of communities through specialized training are key priorities for MRC in accordance with MRC's Strategic Plan 2019 – 2030.

Purpose

The primary purpose of the Programme Officer – First Aid and Support Service is for the effective coordination, operational management, and delivery of MRC First Aid Programmes and Support Services by ensuring that staff and volunteers have the capacities and knowledge to effectively implement First Aid Programmes and support services. The Programme Officer will also contribute to development and implementation of the on-going Programmes/Projects related to First Aid and Support service and ensure stakeholder engagement including engagement of First Aiders, First Aid Trainers and trained support service providers of MRC.

The Programme Officer – First Aid and Support Services will work under the supervision of the Manager – Programmes and Services and will work in coordination with the Programme Officer – Health & Inclusion as well as the MRC Programmes and Services department and MRC Units.

Key tasks and responsibilities

1. Programme conceptualization, development, and support implementation of MRC's First Aid Programme and Support Services in alignment with MRC's Strategic Priority ii: *Strengthen First Aid and Psychosocial Support Services* and Priority iv: *Promote Health and Wellbeing in a Changing Environment*
 - Develop concept notes, plans and strategies to effectively deliver MRC Programmes in alignment with the MRC's Strategic Plan and reach the most vulnerable in the community.
 - Provide guidance to MRC Regional Offices/Units on implementing Programmes and Services.
 - Assess, identify, and forecast needs of MRC Regional Offices/Units, MRC staff, and volunteers and implement capacity building Programmes and training in a sustainable manner.
 - Actively seek opportunities to expand the First Aid Programme & Support Services including planning to achieve sustainability in the future.
 - Support communications team in developing key messages and materials.
 - Monitor Programme implementation, budget utilization, and ensure regular reporting to supervisors and managers, and preparation of quarterly reports and donor reports as required.

2. Support the effective coordination and implementation of MRC's First Aid Programme (Community & Commercial)
 - Develop and coordinate the implementation of MRC's First Aid Programme including the community and commercial First Aid Programme
 - Support in the conceptualization and development of relevant policy level and guidance documents.
 - Identify avenues of expansion and diversification of the First Aid Programme and Support services
 - Set, monitor, and periodically review technical standards of the Programme and support services provided by MRC including but not limited to, training Modules, training standards, trainer development,
 - Monitor and review quality of the First Aid Trainings and support services delivered through participant evaluations and monthly debriefing sessions.
 - Set mechanisms to monitor and report on First Aid Training and support service activities and income generated monthly, quarterly, and annually.
 - Manage, mobilize, and allocate First Aid Trainers and volunteers (where required) for the delivery of First Aid training and support services.
 - Strategically plan out trainings (including refreshers) and events for the period (monthly, quarterly, and annually) to effectively deliver trainings and support services while maintaining a constant pool of First Aid Trainers, First Aiders while maximizing the resources available.
 - Effectively manage a database for First Aid which includes: an updated database of all the first trainers, trainees and first aid equipment available in MRC
 - Manage inventory related to First Aid training and services and prepare plans for re-stocking items.
 - Manage payments and issuance of certificates after completion of all training on a timely manner

3. 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 i: Strengthen Emergency Response and Priority ii: Strengthen First Aid and Psychosocial Support Services 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

Preferred: University degree in Health, social sciences, project management or related field or Diploma in health, social sciences, project management or related field with 2 years' work experience

Experience

- Individuals who have completed First Aid Training of Trainer Course of MRC preferred.
- Minimum 2 years' experience in working in a team, project management and coordination.
- Experience in in workshop/trainings facilitation preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge

- Reliable, proven capacity to work independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Coordination, project implementation, budgeting, reporting, analytical skills.
- Highly motivated, solution oriented, results-focused, goal-driven individual, who displays integrity and accountability with strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people and good communication and interpersonal skills.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **11 Months** (extension based on performance)

Monthly Salary: **MVR 13,500 – 15,500** (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

Deadline: The deadline for application is 18th January 2025, 14:00 hrs.

Only short-listed candidates will be contacted for interviews.