

MRC-AD/MIS/2025/057

Vacancy Announcement

Job title:	Administrative Intern
Unit/dept/delegation:	South Regional Office, Addu City
Reports to:	Manager – South Regional Office
Key Responsibility:	To support the implementation and coordination of South Regional Office Programmes, services and operations.

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 tasks and responsibilities of the Administrative Intern is to provide support towards the implementation of MRC's South Regional Office operations and Programmes. The Administrative Intern will work under the supervision of the Manager in the South Regional Office.

Key tasks and responsibilities

1. Support the Manager in the implementation of the Annual Work Plan and programmes in the units operated under the South Regional Office.
 - Support towards effective coordination between units on implementing the AWP.
 - Support in organizing logistics and other arrangements for implementation of activities.
 - Support in monitoring program implementation, budget utilization and ensure regular reporting to Unit Board and HQ, and preparation of Monthly reports and donor reports as required.
 - Support towards collection of statistics and data on the indicators and targets in the annual and strategic action plan.
2. Support towards regular operations of the South Regional Office
 - Assistance in day-to-day operations of the unit including logistics management, information management, organizing meetings, office up-keep etc.
 - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, monitoring etc
 - Research and implement innovative methods enhancing delivery of humanitarian services.
 - Support the resource mobilization efforts of Units.
 - Support the Communications efforts related to Programmes and services in South Regional Office.
 - Assist South Regional Office in maintaining membership and volunteer data of the Units.
 - Assist the Hithadhoo Unit in ensuring regular communications and coordination with members and volunteers
3. Support towards emergency management and coordination: Whenever need be, support the coordination of 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

O'Level Qualification.

Experience

- Experience in a similar project environment setting is preferred
- Experience in working in teams and organizing community activities.
- Experience in humanitarian and/ or development work is preferred.

Skills/knowledge

- Capable of working independently in a collaborative team environment.
- Solution-oriented, results-focused, goal-driven individuals, who display 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)**

Salary: **MVR 150 per day**

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 1st April 2025, 14:00 hrs.

Only short-listed candidates will be contacted for interviews.