

MRC-AD/MIS/2025/051

ICT Consultant – MRC Hub Ecosystem

Job title:	ICT Consultant – MRC Hub Digital Ecosystem
Unit/dept/delegation:	Finance and Admin
Reports to:	Finance Admin & HR Manager
Responsible for:	Manage, maintain the MRC Hub including bug fixing, server and database Maintenance as well as support the strengthening of the digital ecosystems utilized by MRC.

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, prevent and alleviate human suffering. It will be part 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.

Purpose

The ICT Consultant will be responsible for managing and maintaining the MRC Hub which includes bug fixing, server and database maintenance as well as system usage optimization. The consultant will further support the expansion of the digital ecosystem utilized by MRC, ensuring seamless integration and functionality of digital tools and platforms in alignment with MRC's strategic goals.

Key tasks and responsibilities

1. Management of MRC Hub CMS and App
2. Bug fixing, server and database management of MRC Hub
3. Development of ICT systems which can be integrated into the MRC digital ecosystems as mutually agreed with MRC.
4. As required by MRC, support with orientation of Staff and volunteers on the developed digital systems and tools.
5. Where required, provide support in supervision and coordination of work carried out by local services providers around ICT systems developed by MRC.
6. Regularly brief and discuss technical problems with line manager
7. Record any maintenance or repair of any developed application in log file
8. Respond to calls for support with any developed application from MRC

Qualifications, Skills and Competencies

Academic Qualification

- Undergraduate Degree in Software Engineering or related field

Experience

- Previous work experience in an ICT environment (software)
- Previous experience management Information Communication Technology, Software or digital system development
- Experience of working within a Red Cross or Red Crescent Society

Skills and Competencies

- Proficient in software maintenance and server operating systems.
- Knowledge of general client/server environments, IT technologies and tools
- Comprehensive understanding of network topologies and digital ecosystems, including expertise in server management, hosting, and maintaining digital systems, ensuring the seamless operation and integration of digital infrastructure.
- Ability to work independently and as part of a team
- Excellent written and spoken Dhivehi & English
- Willingness to continuously improve ICT skills and knowledge.
- Willingness to work in a team
- Ability to prioritise jobs, meet deadlines and work under pressure
- Good troubleshooting capabilities
- Results focussed and accountable

Contract and Salary

The Term of the Contract will be 12 months with possible extension based on performance.

Payment

Payment for the consultancy will be based on work deliverables, with all payments determined by quotations provided by the Consultant based on MRC's requirements. The Consultant must submit a quotation to MRC for approval before commencing any work. Once approved, the Consultant should complete the work as agreed and submit an invoice to MRC Finance for payment.

Code of Conduct

During the term of consultancy, the MRC Code of Conduct must be signed and thoroughly followed by the consultant.

Application

All interested should email their expression of interest to vacancies@redcrescent.org.mv before **2.00 pm on April 17, 2025**, along with the following documentation:

- Copy of National ID card / Business Registration
- Letter of Expression of Interest (EOI)
- Copies of Accredited certificates including transcripts
- Detailed Curriculum Vitae / Company Profile [including CV of Team Members]
- Letters of work experience (experience will be evaluated based on the documents submitted)
- Portfolio/examples of similar assignments that you have undertaken (to assess the quality of work)