

MRC-AD/MIS/2025/165

Terms of Reference

Job title:	Unit Secretary (Gdh. Gahdhoo Unit)
Unit/dept/delegation:	Governance & Organizational Development
Reports to:	Manager- South Regional Office
Key Responsibility:	Manage the activities of the Unit by ensuring effective and efficient delivery of services in MRC Units.

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 Unit Secretary is a **voluntary position** appointed by the Unit Board to support the Unit for efficient delivery of programmes and services based on the needs of the community. The Unit Secretary will act as liaison between the Unit Board and Manager- South Regional Office.

Key tasks and responsibilities

1. Membership & Volunteer Engagement
 - Coordinate the orientation process in coordination with relevant regional Office for new members and volunteers onboarding to ensure they are well-informed about MRC and the Red Cross Red Crescent movement.
 - Facilitate information dissemination to ensure members and volunteers are regularly updated on MRC activities and initiatives.
 - Maintain and regularly update the database of registered members and volunteers at the unit level, ensuring it is accessible and up to date as required.
 - Coordinate with Regional Office on updating the registered members and volunteers of the Unit Via MRC Hub.
2. Unit Operations & Administrative Support
 - Provide essential administrative support as instructed by the Regional Manager to the Unit Board, members, and volunteers, ensuring smooth coordination of activities and operations.
 - Take a leading role in the day-to-day operations of the unit office, ensuring activities are organized and executed effectively.
 - Network with local level stakeholders to increase functionality of the Unit.
 - Ensure proper maintenance of inventory records for both expendable and non-expendable unit property, ensuring accurate accounting for all MRC assets.
 - Support the Communications efforts such as social media updates related to programmes and services of the Unit in coordination with Manager- South Regional Office.
3. Budgeting & Reporting

- In coordination with the Regional Manager, prepare the unit's annual plan and budget. Ensure the implementation of activities alignment with the approved plan.
 - Prepare and submit monthly and annual reports, along with any other required documentation, to the Regional Manager and HQ in a timely manner.
4. Board Communication & Oversight
- Ensure Unit Board meetings are held regularly as per the Statutes of MRC and ensure maintenance of proper documentation of the meeting including agenda and minutes.
 - Report regularly to the Unit Board regarding services and activities of the Unit.
5. Actively contribute to and take part in MRC activities when required and within his/her regional or Unit.
- Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.
 - Participate in meetings and workshops to ensure Unit representation where required.

Duties applicable to all staff

- 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 Unit Board and Manager- South Regional Office.

Qualifications, Skills and Competencies

Skills/knowledge

Required

- Basic computer skills
- Ability to work in a team
- Good interpersonal and communication skills

Competencies

- Interpersonal relations
- Results focused, dedicated and a high standard of accountability
- Organised and attention to detail
- Teamwork and coordination
- Good communications skills and able to build rapport with diverse groups in the community
- Excellent written and spoken Dhivehi & English
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions

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 2PM, 02nd August 2025.

Only short-listed candidates will be contacted for interviews.