

MRC-AD/MIS/2025/166

Terms of Reference

Job title:	Programme Assistant- Healthy Ageing Programme (Gn. Fuvahmulah Unit)
Unit/dept/delegation:	Maldivian Red Crescent-South Regional Office
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 tasks and responsibilities of the Program Assistant are to provide support towards the implementation of MRC's South Regional Office operations and Activities Under Healthy Ageing Programme. The Program Assistant will work under the supervision of the Manager in the South Regional Office.

Key tasks and responsibilities

- Assist the Manager in implementing activities under the Healthy Ageing Programme (AFT) as outlined in the Annual Work Plan, across units operated under the South Regional Office.
 - Facilitate effective coordination between units to ensure the smooth implementation of the Healthy Ageing Programme (AFT) activities outlined in the Annual Work Plan.
 - Organize logistics and other necessary arrangements for the successful execution of the activities.
 - Support the monitoring of programme implementation and budget utilization, ensuring timely reporting to the Unit Board and HQ, as well as the preparation of monthly and donor reports as required.
 - Contributes to the collection and analysis of statistics and data related to programme indicators and targets, in line with the annual and strategic action plans.
- Support towards regular operations of the South Regional Office
 - Provide assistance in the day-to-day operations of the Healthy Ageing Programme (AFT), including logistics management, information management, organizing meetings, and maintaining office upkeep.
 - Support the maintenance of official programme records and workflows, such as requisitions, clearances, asset management, and monitoring processes.
 - Identify innovative approaches and implement the programme to enhance the delivery of services under the Healthy Ageing Programme.
 - Assist in resource mobilization efforts to support the sustainability and growth of programme activities.
 - Contribute to communication efforts by promoting programme initiatives and services through the South Regional Office.

2. 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.

3. 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 the South Regional Office on updating the registered members and volunteers of the Unit Via MRC Hub.

4. Unit Operations & Administrative Support

- Provide essential administrative support as instructed by the South 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 the South Regional Office.

5. Budgeting & Reporting

- In coordination with the South Regional Office 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 South Regional Office Manager and HQ in a timely manner.

6. 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 South Regional Office Manager regarding services and activities of the Unit.

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 Regional 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)**

Monthly Salary: **MVR 5000** (4 Hours 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 02nd August 2025, 14:00PM

Only short-listed candidates will be contacted for interviews.