

MRC-AD/MIS/2025/330

Vacancy Announcement

Job title:	Project Consultant – MRC HQ
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Manager, Programmes & Services
Key Responsibility:	implement, coordinate and provide operational support towards implementation of Youth-Led Urban Resilience and Climate Action Project

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established under 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.

MRC is implementing the Youth-Led Urban Resilience and Climate Action in South Asia Project in partnership with International Federation of the Red Cross Red Crescent Societies (IFRC) and Italian Red Cross building on the achievements of Phase 1 of the Urban Youth Climate & Resilience Programme implemented in 2023–2024. The project aims to empower youth as leaders in climate resilience, enhance community-based climate action, scale ecosystem restoration initiatives, and introduce innovative educational tools to strengthen awareness and preparedness among youth and children. MRC will implement activities through its HQ, Regional Offices, and active Units, with strong engagement of the National Youth Council and Unit Youth Councils.

Purpose

The tasks and responsibilities of the Project Consultant is to implement, coordinate and provide operational support towards Youth-Led Urban Resilience and Climate Action Project. The Consultant will ensure that activities under the project are delivered efficiently to strengthen youth engagement and leadership across MRC Units.

The Consultant will work under the supervision of the Manager – Programmes & Services and in close collaboration with MRC Programmes & Services

Key tasks and responsibilities

1. Project Implementation and Coordination
 - a. Lead and coordinate all project activities devised under project including implementation of Y-Adapt Capacity Building Workshops, development of risk communication information materials on climate and disaster risk reduction and ecosystem restoration initiatives
 - b. Implementation of youth climate innovation challenge workshop promoting youth-led climate action.
 - c. Develop communication plan and support communication efforts related to the project operations plan in liaison with MRC Programmes & Services, Regional Offices & Units.
 - d. Plan, implement and coordinate project activities in coordination with MRC Regional Offices and Units. In addition, provide technical support to MRC Regional Offices and Units. Where required, travel for activity implementation as required.

- e. Coordinate with MRC National Youth Council and Unit Youth Councils to ensure youth-led engagement, community participation, and smooth delivery of activities.
 - f. Maintain regular coordination, and communication with relevant stakeholders in relation to the project.
 - g. Ensure all activities are implemented in line with MRC's Strategic Plan 2019–2030 priorities.
2. Monitor Project Implementation, budget utilization and maintain regular reporting of all activities.
 - a. Develop and maintain monitoring mechanisms towards collection of statistics and data on the indicators and targets set in the response operational plan.
 - b. Track project indicators and targets, ensuring alignment with the proposal and donor requirements.
 - c. Collect, verify, and compile data from Units and partners, ensuring quality and accuracy.
 - d. Dissemination of Project updates across all required MRC communication channels including MRC website and social media channels.
 - e. Prepare monthly progress updates, donor reporting inputs, and success stories for internal and external communication. In addition, fulfil and complete all final project reporting
 3. Support Manager, Programmes & Services in Programme conceptualization, development, and support implementation of Programmes and activities implemented in alignment with MRC's Strategic Priority 3: Facilitate Planning for Resilience.
 4. Actively contribute and take part in MRC activities when required within his/her area of specific technical expertise.
 - a. Support day-to-day operations including logistics management, information management, organization of meetings.
 - b. Support towards emergency management and coordination; whenever need be, support the core team in emergency response planning and execution.
 - c. Participate in meetings and workshops as required within the context of areas of work.
 - d. Support knowledge and skill 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 Project Management, Social Sciences, Health or related field

Diploma in Project Management, Social Sciences, or related field with 1+ year work experience

Experience

- Experience and knowledge of Project Cycle Management, including monitoring and evaluation.
- Experience working in teams, community activities, facilitating workshops, training, and sessions.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred

Skills/knowledge

- Reliable, proven capacity to work independently in collaborative team environment.
- Coordination, project management, monitoring and evaluation, budgeting, reporting, analytical skills.
- Solution oriented, results-focused, goal-driven individual, who displays 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: **Short Term Contract - 06 Months**
Monthly Salary: **MVR 12,600**

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 December, 14:00 hrs. Only short-listed candidates will be contacted for interviews.