

MRC-AD/MIS/2026/043

Role Description

Main Role:	Intern – Programmes & Services
Type of work:	Internship
Unit/dept/delegation:	Programmes and Services, Maldivian Red Crescent
Duration:	Minimum 01 Month
Reports to:	Under the supervision of Manger – Programmes and Services, and guidance of the Senior Programme Coordinator and Programme Coordinators

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 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 is **the nation’s leading humanitarian organization, with** Units established across the country. 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

Programmes and Services Intern will assist and support the Maldivian Red Crescent’s Programmes and Services Department with tasks related to the implementation of activities, services, trainings and communications. These tasks include, but are not limited to: administrative support in training and service implementation, field work in the area of migration support, writing and editing, social media content, basic graphic design, media relations, digital asset management, event coordination and other communications and administrative support tasks as assigned.

The intern must be innovative, driven and display interest in MRC’s work. While assisting with a wide range of tasks. The intern will gain hands-on experience and training in many aspects of humanitarian values, while also gaining a good understanding of The International Red Cross and Red Crescent Movement and be involved in developing the overall Programmes and Services of the National Society.

Key tasks and responsibilities

Provide support and assistance to the Programmes and Services Team of the Maldivian Red Crescent:

- Support in training implementation and administrative tasks in areas of First Aid, Mental Health and Psychosocial Support and Emergency Response.
- Support online communications planning and processes to increase visibility of the organization and raise public awareness. This includes:
 - Support with developing, drafting, and organizing social media content across different platforms.
 - Support social media planning, research, reporting and coordination as assigned.

- Assist in updating and preparation of content for the webpage.
- Support in conceptualizing and implementing advocacy campaigns.
- Support general copywriting work to develop content for MRC's website and other communication mediums.
- Supporting the general tasks carried out by the programmes and services team.
- Support in the implementation of field work.
- Complete assigned online trainings and actively engage in self-learning and development

Duties applicable to all Interns

- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles and Code of Conduct.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager or supervisor.

Skills and Competencies

- A level (minimum 4 passes including Dhivehi and English)
- Familiarity with social media platforms such as Facebook, Twitter, Instagram, LinkedIn
- Familiarity in using Microsoft Office and digital platforms such as Canva, Adobe etc.
- Excellent oral and written communication in English and Dhivehi language
- Communication and Interpersonal Skills
- Result focused and accountable
- Experience in photo and videography would be an added advantage

Submission Requirements

All interested should email their expression of interest to vacancies@redcrescent.org.mv before 4.00 pm, 14th March 2026, along with the following documentation:

- Expression of Interest (EOI)
- Curriculum Vitae
- Academic Documents (O' Level and A' Level)
- Copy of National ID card