

MRC-AD/MIS/2026/072

### Role Description

<b>Main Role:</b>	<b>Intern – Central Regional Office</b>
<b>Type of work:</b>	Internship
<b>Unit/dept/delegation:</b>	Central Regional Office, Maldivian Red Crescent
<b>Duration:</b>	Minimum 02 Month
<b>Reports to:</b>	Under the supervision of Regional Manager – Central, and guidance of the Fleet Team

### Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established by the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. MRC is established as an auxiliary to the government in delivering humanitarian assistance. 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, as well as work toward building community resilience.

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

Intern will assist and support the Male City Unit to tasks related to the implementation of activities in Annual Work Plan 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 services provided by Male City Unit.

### Key tasks and responsibilities

Provide support and assistance to Male City Unit Programmes:

- Support the planning and implementation of programme outcomes and activities in alignment with the Unit’s Annual Work Plan (AWP)
- Assist in the development of concept notes, activity plans, and programmatic documents in accordance with approved priorities

- Coordinate with Unit-level volunteers to support effective organization and delivery of programme activities
- Assist in the preparation and documentation of Unit Board meeting minutes, ensuring accuracy and timely submission
- Support the compilation of monthly reports, activity reports, and other required programme documentation

#### Duties applicable to all Interns

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- 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

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- O' level or A' level Qualification (minimum 4 passes including Dhivehi and English)
- 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

#### Submission Requirements

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

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