

Vacancy Announcement

Job title:	First Aid Trainer
Unit/dept/delegation:	HQ, Hulhumale'
Reports to:	CBHFA Program Officer – HQ
Key Responsibility:	To develop, implement and support coordination of MRC HQ's First Aid training and services.

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 Branches and 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 Commercial First Aid Trainer is responsible for the effective coordination, operational management, and delivery of First Aid trainings organized by the MRC Headquarters. This position will play a lead role in implementation of the HQ's First Aid programmes, contributing to further development of the programme and ensure stakeholder engagement. The position is responsible for supporting volunteers in programme delivery and is responsible for the development and maintenance of internal and external networks and collaborative partnerships that drive the first aid programme.

The First Aid Trainer will be working in coordination with the CBHFA Programme Officer and under the supervision of Manager- Programmes and Services.

Key tasks and responsibilities

1. Work closely with CBHFA Officer on the development and delivery of the first aid programme including the planning, implementation, effective service delivery, monitoring and evaluation processes.
 - Coordinate, facilitate and conduct first aid trainings for volunteers and community members organized by MRC HQ.
 - Coordinate, facilitate and conduct Commercial first aid trainings organized by MRC HQ.
 - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of monthly activity and income generations reports
 - Actively seek opportunities to expand the commercial first aid program including

planning to achieve the program's sustainability into the future.

- Work in close coordination with the Programme Officer in promotion of the first aid trainings and services.
 - Maintain proper documentation of all MRC HQ First Aid Trainings conducted.
2. Implementation of first aid training and service-related works from the Annual Work Plan in coordination with the CBHFA - Programme Officer
 3. Management of volunteers and consultants during first aid trainings.
 - Strategically plan out trainings and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximizing the resources available.
 - Manage, mobilize, and allocate trainers as appropriate for CFA trainings.
 - Monitor and review quality of the First Aid Trainings conducted by the FA Trainers through participant evaluations and monthly debriefing sessions.
 - Manage payments and issuance of certificates after completion of all trainings on a timely manner
 - Set mechanisms to monitor and report on First Aid activities and income generated monthly, quarterly, and annually.
 - Effectively manage a database for First Aid which includes: an updated database of all the first trainers, trainees and first aid equipment's available in MRC & inventory of first aid materials (contents of first aid kits) and prepare plans to procure before stock runs out.
 4. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise
 - Participate in meetings, workshops within the context of First Aid implementation and broader humanitarian work of MRC.

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

O' Level or A Level (Preferred A Level)

Priority will be given to individuals who have completed First Aid Training of Trainer Course of MRC

Experience

- Ability to work effectively as part of a team.
- Experience in facilitating trainings and sessions.

Skills/knowledge

- Skills in coordination, project implementation, budgeting, reporting, analytical skills, etc



- Be able to build rapport with diverse groups of people.
- Commitment to shared values and building organizational capacity.
- Training and facilitation skills.

Competencies

- Interpersonal relations
- Results focus dedicated and high standards of accountability.
- Organized and attention to detail.
- Teamwork
- Good communications skills and able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: Contract – July – December 2022

Monthly Salary: MVR 10,000/-

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: info@redcrescent.org.mv

Deadline: The deadline for application is **17th July 2022 14:00Hrs**

Only short-listed candidates will be contacted for interviews.