

## Vacancy Announcement

<b>Job title:</b>	Project Officer – Inclusivity Support Group (ISG) coordination
<b>Unit/dept/delegation:</b>	Programmes and Services Department, Maldivian Red Crescent Headquarters, Hulhumale’
<b>Reports to:</b>	Manager - Programmes and Services
<b>Key Responsibility:</b>	The Project Officer - Inclusivity Support Group (ISG) Coordination is required to support, facilitate, and coordinate on behalf of MRC with the Inclusivity Support Group as part of the COVID19 pandemic response together with UNICEF Maldives

### 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.

Maldivian Red Crescent (MRC) in its auxiliary capacity hopes to work with public authorities in providing support in implementing a nationwide COVID-19 Vaccine awareness campaign. The primary objective of this campaign is to create awareness on the importance of getting vaccinated and to clear the misconception around administering the Covid19 vaccine.

### Purpose

The Officer will support, facilitate, and coordinate with the Inclusivity Support Group (women, adolescents, young people, people with disabilities and vulnerable groups) in carrying out risk communications and outreach activities that would lead to improved awareness of COVID19.

The Project Officer will support the implementation of the “COVID19 Risk Communications and Community Engagement for Inclusivity Support Group Project” supported by UNICEF Maldives. And provide support to the MRC Communications and Advocacy initiatives.

The Project Officer will work under the supervision of the Programmes and Services Manager and Programmes Coordinator – Health and Inclusion.

## Key tasks and responsibilities

The Project Officer is required to support and assist in the implementation of the ISG project supported by UNICEF Maldives, in coordination with Programme Coordinator – Health and Inclusion and on the communications aspects of the project is required to work in collaboration with the MRC Communications Team and contract-based consultants on the following tasks:

- Facilitate meetings of the Inclusivity Support Group with key partners such as UNICEF and Ministry of Health / Health Protection Agency.
- Identify key messages and information communication and education materials to be developed and ensure the dissemination of these messages to targeted vulnerability groups.
- Support communications activities, including development and implementation of dissemination strategies, stakeholder engagement and support social media management.
- Liaise with relevant stakeholders and maintain and promote collaboration with MRC's communication team.
- Manage and/or supervise communication with external contractors such as consultants, translators, graphical designers, etc. hired for the project.
- Provide support in developing, conceptualizing, and implementing communications strategies, digital communications, and campaigns of MRC to increase visibility and outreach in collaboration with the MRC Communications and Advocacy Team.

Generic tasks include:

- Adhere to the Code of Conduct of MRC
- Adhere to the Standard Operational Procedures (SOPs) of operations
- Coordinate with relevant staff and volunteers to accomplish specific tasks.
- Share information and communicate with line manager regularly.
- Other tasks as may be assigned by the line manager.

## 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

Diploma or Degree in Public Health, Social Work, Media or communication or related field

### Experience

- Minimum 1 year of relevant work experience
- Demonstrated experience with general communications activities such as writing and editing information materials.
- Experienced in digital and social media engagement tools.



- Work experience with Red Cross and Crescent Movement, other international organizations, large NGOs and/or governmental development agencies added advantage.
- Experience in the area of health, wellbeing and social cohesion preferred.

### Skills/knowledge

- Strong computer skills, including Microsoft Office pack and design tools such as Photoshop, Canva, etc.)
- Excellent English writing skills.
- Commitment to shared values and building organizational capacity.
- Experience with video production and editing an advantage.
- Demonstrated background and knowledge of mental health and psychosocial support issues.
- Experience in advocacy and campaigning.

### Competencies

- Strategic communicator with strong analytical skills
- Passionate writer with excellent communication and listening skills.
- Interpersonal relations
- Self-driven and able to meet deadlines, prioritize workload and multi-task.
- Results focus, dedicated and high standards of accountability.
- Organised 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: **Fixed term (3 months)**

Monthly Salary: **MVR 15,000.00**

### 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](mailto:info@redcrescent.org.mv)

Deadline: The deadline for application is 11<sup>th</sup> August 2022, Monday, 14:00hrs

Only short-listed candidates will be contacted for interviews.