

Vacancy Announcement

Job title:	Programme Officer - Health and first Aid
Unit/dept/delegation:	Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Manager - Programmes and Services
Key Responsibility:	To develop, implement and support coordination of MRC's health and first aid under MRC's Programmes 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 Programme Officer is responsible for the effective coordination, operational management, and delivery of MRC's health and first aid programme and to ensure that our staff and volunteers have the capacities and knowledge to effectively implement Health and First Aid services. This position will provide leadership and play a lead role in implementation of the MRC Health and First Aid programme and services, contributing to further development of the programme and ensure stakeholder engagement. The position is responsible for supporting branches and volunteers in programme delivery and is responsible for the development and maintenance of internal and external networks and collaborative partnerships that drive the Health & First Aid programme.

The Programme Officer will work under the supervision of the Manager - Programmes and Services and will work in coordination with the Programme Coordinator - Health and Inclusion in the national headquarters.

Key tasks and responsibilities

1. Programme conceptualisation, development, and support implementation of MRC's Strategic Priority ii: Strengthen First Aid and Psychosocial Support Services and Priority iv: Promote Health and Wellbeing in a Changing Environment.
 - Develop concept notes and programmatic documents in alignment with the MRC's Strategic Plan.
 - Support the resource mobilization team to raise resources towards programmes and services.
 - Support the Communications team in developing messages and materials related to programmes and services.

- Support MRC Branches in the implementation of programme outcomes and activities.
 - Assess, identify, organize, and carry out capacity building programmes and training in line with the assigned priority areas, in collaboration with HQ and Branches.
 - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
 - Ensure that MRC HQ collects statistics and data on the indicators and targets in the annual and strategic action plan and provide technical support and guidance to Branches to collect and collate required statistics and data.
2. Oversee the development and delivery of Health & First Aid programme including the planning, implementation, effective service delivery, monitoring, and evaluation processes.
 - Coordinate and facilitate CBHFA project/programme activities and health promotion sessions according to global minimum quality requirement and content based on the priorities of the community including CBHFA trainings for volunteers and community members
 - Monitor programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required.
 - Actively seek opportunities to expand the CBHFA program including planning to achieve the program's sustainability into the future.
 3. Effective coordination and implementation of MRC's First Aid Programme.
 - Develop and coordinate strategic implementation of MRC's First Aid Policy
 - Set, monitor, and periodically review technical standards of the FA Programme including but not limited to, Training Modules, Training Standards & Instructor Pathways
 - Identify avenues of expansion and diversification of the First Aid Programme and offer guidance to MRC Branches on Branch FA Programmes
 - Organize First Aid trainings (all levels) and refreshers as necessary to maintain a constant pool of First Aiders (all levels)
 - Support the Communications Team in the promotion & advocacy of First Aid in Maldives
 4. Effective coordination and implementation of MRC's Commercial First Aid (CFA) Programme
 - Support CFA Trainer in preparing CFA annual plans, with clear monthly targets.
 - Support CFA Trainer in strategically planning out trainings and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximizing the resources available.
 5. 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.
 - Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.

6. Oversee and support implementation of all work/tasks related to the project 'Promote the health and wellbeing of young people experiencing behavioural crises related to substance use by providing education, service, and support through community first responders.

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 health, social sciences, business/project management or related field or Diploma in health, social sciences, business/project management or related field with 1 year work experience

**Priority will be given to individuals who have completed First Aid Training of Trainers Course of MRC.*

Experience

- Experience in facilitating trainings and sessions, project management and coordination is preferable
- Experience in humanitarian and/ or development work and/or in the area of health, wellbeing and social cohesion preferred.

Skills/knowledge and Competencies

- Coordination, project implementation, budgeting, reporting, analytical skills, etc
- Be able to build rapport with diverse groups of people.
- Good Interpersonal skills
- Results focused, 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 (one year)**

Monthly Salary: **MVR 11,300 – 14,600** (depending on qualification and experience)

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 **2 PM on 11th August 2022**. Only short-listed candidates will be contacted for interviews.