

Vacancy Announcement

Job title:	Programme Assistant
Unit/dept/delegation:	Maldivian Red Crescent, Addu City Office, Hithadhoo
Reports to:	Manager, Addu City Office
Key Responsibility:	To support the implementation and coordination of the programme “Skills development for at-risk adolescents and young people”

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 its 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.

To this end, we are looking for a programme assistant to support the implementation of the programme “Skills development for at-risk adolescents and young people” in Addu City

Purpose

The tasks and responsibilities of the Programme Assistant is to provide support towards the implementation of the “Skills development for at-risk adolescents and young people” Programme in Addu City

The Programme assistant will work under the supervision of the City Office Manager in Addu.

Key tasks and responsibilities

1. Support the City Office Manager in the implementation of the programme “Skills development for at-risk adolescents and young people” in Addu City.
 - Support towards effective coordination of the programme “Skills development for at-risk adolescents and young people” in Addu City Office.
 - Support in organising logistics and other arrangements for implementation of the programme “Skills development for at-risk adolescents and young people.”
 - Support in monitoring programme implementation, budget utilization and ensure regular reporting to Unit Board and HQ, and preparation of quarterly reports and donor reports as required.
 - Support towards collection of statistics and data and maintain the data of the programme “Skills development for at-risk adolescents and young people.”
 - Organise the activities and information sessions for participants and their parents as needed under the programme “Skills development for at-risk adolescents and young people.”
 - Coordinating and liaising with the Participants of the programme , their families and concerned authorities.

2. Support towards regular operations of Addu City Unit Office
 - Assistance in day-to-day operations of the Office including logistics management, information management, organising meetings, office up-keep etc.
 - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring etc towards the programme “Skills development for at-risk adolescents and young people”.
 - Research and implement innovative methods towards enhancing delivery of humanitarian services towards the programme, “Skills development for at-risk adolescents and young people”.
 - Support the resource mobilization efforts of Addu City office towards the programme, “Skills development for at-risk adolescents and young people.”
 - Support the Communications efforts related to programmes and services in Addu City Office .

3. Support in member and volunteer management of Branch
 - Assist Addu City office in maintaining membership and volunteer data.
 Assist Addu City office in ensuring regular communications and coordination with members and volunteers to implement the Programme, “Skills development for at-risk adolescents and young people”.

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

A’Level (preferably a Diploma in developmental studies, Health, Psychology, Social Science, or in a related field)

Experience

Experience in a similar project environment setting is preferred

Experience working in teams and organizing community activities.

Experience in humanitarian and/ or development work preferred.

Experience in teaching Field/ similar work environment is preferred

Prefer proven interest on issues of Skills development for at-risk adolescents and Young People

Skills and Competencies

Excellent working knowledge of Microsoft Office skills (spreadsheets, word processors, e-mail application and the internet etc.)

Be capable of working independently in a collaborative team environment

Outgoing and social, and able to build rapport with diverse types and age of people

Excellent organizational ability, in order to set priorities, organize workload, handle multiple responsibilities

Excellent spoken and written English and Dhivehi, with good communication skills

Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.

Able to build rapport with diverse groups in the community.

Contract and Salary

Contract Type: **Fixed term (11 months)**

Monthly Salary: **MVR 7,000 – 8000** (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 August 25, 2022.

Only short-listed candidates will be contacted for interviews.