

Vacancy Announcement

Job title:	Project Officer
Unit/dept/delegation:	Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Manager - Programmes and Services
Key Responsibility:	To implement and support coordination of MRC's project <i>"Promote the health and wellbeing of young people experiencing behavioral crises related to substance use by providing education, service and support through community first responders"</i>

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 Project Officer is responsible for the effective coordination, operational management, and delivery of MRC's on-going 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.*

The Project Officer will also provide support in the implementation of the MRC First Aid Programme working under the supervision of the Manger - Programmes and Services and in coordination with the Programme Officer - Health and Inclusion at MRC headquarters (MRC HQ).

Key tasks and responsibilities

1. 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.'
 - Support MRC City Offices and Units in the implementation of the project activities and deliverables including collection and collation of required statistics and data as well as providing technical guidance as required.
 - Monitor project implementation, budget utilization, and ensure regular reporting to supervisor, managers, and project donors.
 - Ensure that collection of statistics and data on the indicators and beneficiary targets identified in the project.

- Prepare, maintain, and ensure the submission of timely project reports (monthly/quarterly/annual) including required financial reports in coordination with relevant departments, MRC City Offices and Units.
 - Conduct regular meetings with MRC City Offices, Units, and project donor to monitor project implementation, provide project related updates and ensure delivery of project deliverables within the project timeframe.
 - In coordination with MRC Communications team, ensure regular updates of the project are circulated through various mediums including social media and support development of other communications mediums to share project related updates.
2. Support the coordination and implementation of MRC's First Aid Programme (Community and Commercial First Aid Programmes): -
- Support and assist organizing First Aid trainings (Community and Commercial First Aid Trainings) and refreshers as required by the MRC HQ, MRC City Offices and Units.
 - Support the managing, mobilization, and allocation of trainers as appropriate for trainings.
 - Assist with issuance of certificates after completion of all trainings on a timely manner and management of First Aid database of all First Aid Trainers and trainees.
 - Supporting monitoring and reviewing quality of the First Aid Trainings provided by the First Aid Trainers through participant evaluations and monthly debriefing sessions
 - Support and assist the management of First Aid equipment and material inventory in MRC and provide necessary support to procure and replenish items in a timely manner.
3. 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.

Duties applicable to all staff

- Actively work towards the achievement of the MRC's goals, objectives, and implementation of its Strategic Plan 2019-2030.
- 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

University degree in Project Management / Health/ Social Sciences, related field or Diploma in Project Management/ Health/ Social Sciences, or related field with 1 year experience

Experience

- 1 -2 years' experience in project management and coordination preferred.
- Experience in humanitarian and/ or development work and/or in health, wellbeing and social cohesion preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge and Competencies

- Coordination, project implementation, budgeting, reporting, analytical skills, etc
- Good Interpersonal skills and able to build rapport with diverse groups of people.
- Results focused, dedicated and high standards of accountability.
- Organised and attention to detail.
- Teamwork and good communications skills
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **4 months (with possibility of extension)**

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 21st December 2022.

Only short-listed candidates will be contacted for interviews.