

## Vacancy Announcement

<b>Job title:</b>	Programme Officer - Disaster Risk Management
<b>Unit/dept/delegation:</b>	Programme Department, Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager - Programmes and Services
<b>Key Responsibility:</b>	To develop, implement, and support coordination of 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 tasks and responsibilities of the Programme Officer is for the effective coordination, operational management, and delivery of MRC's Programmes and Services by ensuring that our staff and volunteers have the capacities and knowledge to effectively implement humanitarian services guided to achieve overall strategic vision of the MRC

The Programme Officer - Disaster Risk Management will work under the supervision of the Manager - Programmes and Services Manager in coordination with the Programme Coordinator in MRC Headquarters (MRCHQ).

### Key tasks and responsibilities

1. Programme conceptualization, development, and support implementation of Programme outcomes and activities under the MRC's Strategic Priority i: Strengthen Emergency Response and Priority iii: Planning for Resilience

- Develop concept notes, plans and strategies to effectively deliver MRC Programmes in alignment with the MRC's Strategic Plan and reach the most vulnerable in the community.
- Coordinate and support MRC City Offices/Units to implement Programme activities.
- Assess and identify risk factors in achieving Programme outcomes and activities and work towards mitigating identified risks through the guidance of the Manager - Programme and Services.
- Assess, identify needs of MRC City Offices/Units, its staff, and volunteers and implement capacity building Programmes and trainings in line with the assigned priority areas.
- Support MRC City Offices/Units by providing technical support, monitoring and evaluation.
- Ensure that MRC HQ collects statistics and data on the indicators and targets in the annual and strategic plan and provide technical support and guidance to MRC City Offices/Units to collect and collate required statistics and data.
- Support the communications team in developing messages, materials related to Programmes and services.
- Support and work with MRC's resource mobilization team to raise resources towards Programmes and services.
- Support knowledge and skills exchanges at local, National and Global levels.

- Support in developing, managing budgets and monitoring Programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required in line with the assigned priority area.
- Oversee and support implementation of all work/tasks related to the projects assigned within the context of MRC's Strategic Priority Areas i. Strengthen Emergency Response, Priority iii. Facilitate Planning for Resilience.

## 2. Training and capacity building under the MRC's Strategic Priority i: Strengthen Emergency Response and Priority iii: Planning for Resilience

- Assess, identify, organize, and carry out capacity building programmes and training in line with the assigned priority areas, in collaboration with HQ and MRC City Offices/Units.
- Organize training and capacity building Programmes in alignment with MRC's Annual and Strategic Plan.
- Manage a pool of trainers based in MRC City Offices/Units and ensure capacity building and training Programmes are consistently organized at MRC City Offices/Unit level.
- Assess, identify, and forecast areas that MRC needs to train staff and volunteers including trainers in a sustainable manner.
- Collect and maintain statistics on trainings, workshops and consultations and support Branches to maintain training related statistics at the Branch level.

## 4. Emergency management and coordination

- Ensure MRC City Offices/Units are always ready to respond to emergencies.
- Support and ensure that MRC City Offices/Units have enough trained staff and volunteers to effectively respond to emergencies.
- Develop SOPs to ensure consistency in MRC response initiatives across MRC City Offices/Units.
- Ensure MRC City Offices/Units have the capacity and knowledge to follow and implement MRC response policy and subsequent SOP.

## 6. 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 MRC's Strategic Priority Areas i. Strengthen Emergency Response, Priority iii. Facilitate Planning for Resilience.
- 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 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 Disaster management/or Climate change and Sustainable Development/or Environmental Studies or related field or

Diploma in Disaster Management/or Environmental Studies / or Project Management or related field with 1year work experience

### Experience

- Experience in working in a team, project management and coordination
- Experience in facilitating trainings and sessions
- Experience in humanitarian and/ or Disaster Risk Management/ or Climate Change and Sustainability preferred
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

### Skills/knowledge/Competencies

- Reliable, proven capacity to work independently.
- Coordination, project implementation, budgeting, reporting, analytical skills
- Highly motivated with strong interest in humanitarian work
- Be able to build rapport with diverse groups of people.
- Good Communication and Interpersonal skills
- Results focused, dedicated and high standards of accountability.
- Organised and attention to detail.
- Teamwork
- Excellent written and spoken Dhivehi & English.

## Contract and Salary

Contract Type: **Fixed term (one year)**

Monthly Salary: **MVR 11,500 – 15,500** (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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 2:00 PM on 28th December 2022. Only short-listed candidates will be contacted for interviews.**