

MRC-AD/MIS/2023/021

## Vacancy Announcement

<b>Job title:</b>	Project Assistant - SPRING
<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.

*Strengthening Preparedness and Resilience through Inclusive Community Governance in Maldives (SPRING)* project is a Asian Disaster preparedness Center (ADPC) implemented project supported by United States Agency for International Development, the Bureau for Humanitarian Assistance (USAID BHA) with the overall goal of "increased resilience of all segments of communities in the Maldives to disasters." The proposed project aims to enhance the locally-led preparedness and mitigation actions through inclusive community governance and multi-stakeholder partnerships, supported by systematic capacity development, mobilization, awareness creation, implementation of priority interventions, and knowledge exchange.

### Purpose

The Project Officer – SPRING will contribute to Maldivian Red Crescent's Project *Strengthening Preparedness and Resilience through Resilience through Inclusive Community Governance in Maldives (SPRING)* by implementing the activities under the SPRING project with the aim of increasing resilience of Maldivian Communities.

The Project Officer – SPRING will work under the supervision of the Manager – Programmes and Services and will work in coordination with the Project Officers – SPRING and Programme Officer – Disaster and Climate Action in MRC Headquarters (MRCHQ).

### Key tasks and responsibilities

1. Support overall implementation of the *Strengthening Preparedness and Resilience through Inclusive Community Governance in Maldives (SPRING)* Project.
  - Support implementation of project activities in specifically assigned target communities.
  - Support monitoring and reporting of project activities as directed by Project Officers - SPRING
  - Support coordination with relevant stakeholders of the project related activities.
  - Support in planning, implementing relevant orientations, training, and exercises in target communities in accordance with project deliverables.
  - Participate actively in reviews conducted for the project related activities.
  - Present recommendations to the Manager – Programmes and Services and project team in areas that need improvement and support in the implementation of the project.
  - Compile and submit field reports as required after field visits.

2. Support MRC Unit/City Offices in the implementation of specific activities under the *SPRING* Project
  - Support MRC Unit/City Offices with the implementation of the Project related activities as required.
  - Actively participate in the planning, implementation, monitoring and reporting of activities carried out in coordination with MRC Unit/City Offices.
3. Support development and conceptualization of communication strategies and actively participate in the development and implementation of Climate Smart Community based Disaster Risk Management Public Outreach Campaign as require under the *SPRING* Project.
  - Support development of campaign related content and awareness material in coordination with project team, MRC Communications team, and Programmes and Services department.
  - Support the implementation of related communication and advocacy campaign.
  - Support communication with external contractors such as consultants, translators, graphical designers for the campaign where required.
4. Provide support and assistance to the Communications and Advocacy Team of the Maldivian Red Crescent
  - Support online communications planning and processes to increase visibility of the organization and raise public awareness.
  - Support with developing, drafting, and organizing social media content across different platforms.
  - Support social media planning, research, reporting and coordination as assigned.
  - Assist in updating and preparation of content for MRC website.
5. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
  - Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.
  - Provide support in coordinating communications during emergency response by MRC.
  - Participate in meetings, workshops within the context of MRC's Strategic Priority i: Strengthen Emergency Response and Priority iii: Facilitate Planning for Resilience and broader humanitarian work of MRC.

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

### Experience

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

### Skills/knowledge and 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 9,500 – 10,500** (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 PM on 12<sup>th</sup> February 2023. Only short-listed candidates will be contacted for interviews.**