

## Vacancy Announcement

<b>Job title:</b>	Project Coordinator - 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 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 an 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 Coordinator – 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 Coordinator – SPRING will work under the supervision of the Manager – Programmes and Services and will work in coordination with the Programme Officer – Disaster and Climate Action in MRC Headquarters (MRCHQ).

### Key tasks and responsibilities

1. Overall implementation of the *Strengthening Preparedness and Resilience through Inclusive Community Governance in Maldives (SPRING)* Project.
  - Implementation of project activities in specifically assigned target communities.
  - Monitor project activities and set mechanisms and report on their progress.
  - Manage budgets and maintain necessary reporting requirements of this project as per the procedures established by MRC Programmes and Services department.
  - Ensure that the requirements and materials for effective project implementation are always organized and available.
  - Determine progress and requirement for support in target communities and ensure that objectives and targets are met while identifying gaps and providing feedback.

- Extend assistance to the target communities in networking and partnership with other sectors through MRC HQ as needed.
  - Coordination with relevant stakeholders in the implementation of the project related activities.
  - Conduct relevant orientation, training, and planning exercises in target communities in accordance with project deliverables.
  - Plan, organize, project related trainings, workshops in close coordination with MRC Unit/City Offices and relevant stakeholders of the *SPRING* project.
  - Present recommendations to the Manager – Programmes and Services in areas that need improvement and support in the implementation the project.
  - Maintain regular contact with target communities and volunteers, volunteer leaders and volunteer managers to ensure effective implementation of the project.
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.
    - Provide technical assistance for activities carried out by MRC Units/City Offices related to the project.
  3. Development and conceptualization of communication strategies and implementation of Climate Smart Community based Disaster Risk Management Public Outreach Campaign as required under the *SPRING* Project.
    - Coordinate and support development of campaign related content and awareness material in coordination with MRC Communications team and Programmes and Services department.
    - Implement the related communication and advocacy campaign and produce relevant visibility and advocacy material, including infographics and video products in coordination with project stakeholders and MRC communications team.
    - Manage and/or supervise communication with external contractors such as consultants, translators, graphical designers for the campaign.
  4. Support Manager – Programmes and Services in effective implementation, budget management and sustainability of the *SPRING* Project.
    - Establish monitoring and evaluation mechanisms for the project and ensure collection of statistics and data on the indicators and targets of the project.
    - Manage reporting requirements as required and ensure quality and timely submission of reports to donors and partners.
  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.
    - 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: University degree in Project Management / Disaster Risk Management/or Environmental Studies or related field

or

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

### Experience

- Minimum 2 years' 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: until 31<sup>st</sup> December 2023 **(with possible extension)**

Monthly Salary: **MVR 17,700 – 18,900** (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 25<sup>th</sup> March 2023. Only short-listed candidates will be contacted for interviews.**