

## Vacancy Announcement

<b>Job title:</b>	Finance and Procurement Officer
<b>Unit/dept/delegation:</b>	Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager – Finance, Admin and Resource Mobilization
<b>Key Responsibility:</b>	Provide support in the implementation and coordination of MRC's financial, procurement and logistical procedures.

## Background

The Maldivian Red Crescent (MRC) 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, 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, Offices 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

Finance and procurement Officer will be part of Finance and Administration support team providing finance and procurement services ensuring efficient and effective operations of the organization.

## Key tasks and responsibilities

### 1. Finance Tasks

- Monitor movement of financial assets of the MRC.
- Keeping accurate records of the transactions.
- Assist in the compilation of the MRC's budgets and financial plans (annual appeal, regular revisions, and emergency appeal budgets as required).
- Apply accounting knowledge and techniques to all areas of work, including accounting data into the accounting system.
- Plan, organize and manage own workload to ensure your contribution to the monthly financial reporting process is achieved in a timely and accurate manner.
- Assist and participate together with the team in finalizing the annual audit of MRC.
- Attend finance meetings and document key information and decisions as required.
- Monitor and manage office rental contracts. Advise on extension or termination of said contracts.
- Immediately report any security irregularity.

### 2. Logistic and Procurement Tasks:

- Procurement of all MRC equipment and relief supplies as per the procedures and guidelines, and ensuring all documentation are up to full audit trail standard.
- Arrange customs clearance for stocks and supplies.
- Establish and maintain stock management procedures.
- Plan, organize and maintain any stores/warehouses containing MRC stock up to standards, providing timely stock reports to Finance Department.
- Manage fixed assets and all insurance policies of the fixed assets.

- Create and maintain good relationships with vendors/suppliers.
- Negotiate the best deal for pricing and supply contracts.
- Assist in the preparation of tender documents to ensure the production of realistic and commercial tenders.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Ensure that Fleet Management procedures are applied and respected.
- Asset and Inventory Management, including year-end inventory count and audit procedures.

#### 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

Diploma (business, administration, finance, or related field) or higher

##### Experience

- Minimum 1-2 years' experience in a similar role or work environment.

##### Skills/knowledge

- Be capable of working independently in collaborative team environment.
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet.
- Able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

#### Contract and Salary

Contract Type: **Full-Time, until year-end 2023 with possible extension**

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 PM on 23<sup>rd</sup> May 2023.**

**Only short-listed candidates will be contacted for interviews.**