

Vacancy Announcement

Job title:	Senior Governance Officer
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Secretary General
Key Responsibility:	To develop MRC units and ensure governance systems are functioning within MRC.

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

The Senior Governance Officer provides support and ensures the proper functioning of the Governance System of Maldivian Red Crescent (MRC). This includes providing support to the Unit Boards in strengthening governance and ensuring better coordination between all levels of governance within MRC. In addition, the Senior Governance Officer is also responsible to ensure statutory requirements are met within stated timeframes in the Statutes and Rules of Procedure and development of the units as per the set procedures, plans and strategies.

Key tasks and responsibilities

1. Strengthen the governance function of the Units and MRC as a whole:
 - Maintain a proper database of members and volunteers of MRC; this includes updating of information of all MRC members and ensure due processes are followed.
 - Implement all governance-related activities within MRC Plans.
 - Liaise with all Units to ensure the implementation of all governance-related activities within MRC Plans.
 - Develop and implement mechanisms to expand the functionality of MRC units according to set plans/criteria/strategies.
 - Review key steering documents periodically and ensure that due process for amendments/revisions are adhered to.
 - Support the process of reporting, information-sharing and communication within MRC's Governance structure (General Assembly, Governing Board, and Unit Boards and other statutory bodies);
 - Ensure that Units adhere to the statutory requirements such as conducting Unit board meetings and collect maintain records.
 - Develop and conduct induction trainings / ensure induction trainings are conducted for new board members at all levels of MRC.
 - Continuously seek new ways to develop MRC governance and prepare background research and relevant documentations.
 - Develop polices, guidelines and strategies required to strengthen the governance of MRC at all levels.

- Develop mechanisms to disseminate and clarify MRC's steering documents (Statutes, Rules of Procedure, policies/guidelines, strategies, plans, etc.) adopted by the General Assembly and/or the Governing Board to all concerned and ensure they are properly adhered to.
- Develop and conduct trainings for staff and volunteers on Organizational Development.
- Develop and implement mechanism to update members on MRC activities and programme directions.
- Ensure that the requirements and materials for effective implementation of activities are organized and available at all times.
- Prepare and submit reports in a timely manner to the Secretary General as necessary.
- Provide necessary administrative support to the Secretary General to conduct the meetings of the Governing Board and other committees as required.
- Provide secretariat support to the Secretary General and Governing Board members.

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 Business, Administration, or related field or Diploma in related field with 2-year work experience

Experience

- Having worked in a similar kind of post previously for at least one year is preferred.
- Experience in facilitating and supporting governance/management functions is preferred.
- Experience in humanitarian and/ or development work is preferred.

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 15,600 – 18,000** (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 24th July 2023.
Only short-listed candidates will be contacted for interviews.