

Ref: MRC-AD/MIS/2025/184

Vacancy Announcement

Job title:	Secretary General
Unit/dept/delegation:	Headquarters
Reports to:	President and Governing Board
Key Responsibility:	The Secretary General is the Chief Executive of Maldivian Red Crescent (MRC) and is responsible and accountable for the performance and success of the MRC as a whole. Secretary General will also be the Chief Representative and Spokesperson of the National Society on all the technical and operational matters with respect to public authorities, Movement and non-Movement partners.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established by the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, and to prevent and alleviate human suffering. MRC is established as an auxiliary to the government in delivering humanitarian assistance. 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, as well as work toward building community resilience.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over Maldives. To date it has established 3 regional offices and 06 across the 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 Secretary General shall report to the President and Governing Board of MRC and implement the strategic goals and objectives of the MRC. The Secretary General has the authority to carry out these responsibilities in accordance with the direction and policies established by the Governing Board. This includes the MRC Statutes and Rules of Procedure.

Key tasks and responsibilities

Operational Management

1. Ensure that the MRC's organizational structure, operational policies and other organizational policies are sound and effectively able to deliver on the strategic objectives defined by the MRC.
2. Exercise authority over personnel and human-resource matters and further strengthen performance of staff.
3. Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining and motivating diverse talent.
4. Effectively manage operational matters to deliver the mandate of MRC, including seeking additional authorities from the Governing Board as required to address risks that arise, proactively and effectively.
5. To appoint competent staff to the Secretariat ensuring human resource development and when necessary, terminate the appointment of staff.
6. To support and co-ordinate the work of volunteers and others assisting MRC.
7. The Secretary General shall establish the structure of the Secretariat, the general outline of which shall be subject to the approval of the Governing Board.

Financial Management

1. Present Annual Plan and Budget to the Governing Board for approval as per the statutory requirements of MRC, that link with the Strategic Plan of MRC.
2. Work closely with the Finance Committee of MRC to ensure the overall transparency and effective financial and administrative functionality of the MRC and its assets.
3. In close collaboration with the Finance Department of MRC ensure that there are strong financial controls in place to monitor the use of funds.
4. To oversee all financial accounts and submit these accounts to the Governing Board as and when required.

Strategic Leadership and Delivery

1. Operationalize, lead and monitor the implementation of the Strategic Plan of MRC 2019-2030.
2. Effectively manage risk in the portfolio and the Secretariat's operations, including, but not limited to, the development of rigorous management and communication systems to ensure the implementation of and strict adherence to Governing Board decisions and other policies and procedures of the MRC in a timely manner.
3. Ensure meaningful monitoring and evaluation of the MRC programmes and performance and the provision of accurate analysis and routine reporting on the impact and performance of all Units of the MRC.
4. To advise on the overall the strategic direction and long-term goals, including general policy frameworks.

Partner Engagement

1. Build and maintain effective alliances and operational collaboration with public and private partners such as IFRC, ICRC, partner national societies, government authorities, United Nations agencies, nongovernmental organizations, the business sector, civil society actors etc.
2. Represent the MRC and its work with external stakeholders to build effective partnerships with public and private entities to support the work of the MRC
3. Interact with government at the highest level to advocate on behalf of the most vulnerable and to build partnerships to further enhance the MRC programmes throughout the Units.

Mobilizing and Sustaining Resources

1. Provide strategic guidance for resource mobilization and the implementation of resource mobilization policy
2. Oversee and advance the development of new funding streams for the MRC, broadening the donor base
3. Provide guidance to all Units of the MRC in resource mobilization and ensuring its sustainability.

Working with the Governing Board

1. To implement the decisions of the General Assembly and execute the mandates assigned to him or her by the General Assembly and the Governing Board.
2. To direct the Secretariat as per the decisions of the Governing Board and be responsible for the execution of the work entrusted to it.
3. Report to the Governing Board on the operational, administrative, and financial status of the MRC on a regular basis
4. Ensure that the board is made aware, in a timely manner of key strategic and other operational challenges the Secretariat is encountering in the course of its work
5. Represent the management at all Governing Board meetings and ensure effective and timely execution of all board decisions

