

MRC-AD/MIS/2024/138

## Vacancy Announcement

Job title:	Project Officer - YABC
Unit/dept/delegation:	Male' City Office, Maldivian Red Crescent
Reports to:	Manager – Male' City Office and Manager, Programmes & Services
Key Responsibility:	To manage and implement of the <i>Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC)</i> Project.

## 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, 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.

*Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC)* is a project implemented by Maldivian Red Crescent in partnership with Transparency Maldives supported by United States Agency for International Development (USAID) under the PRIME Project. The project aims to carry out the Youth as Agents for Behavioral Change (YABC) Programme, a flagship youth engagement initiative by the International Federation for the Red Cross and Red Crescent Societies (IFRC) focusing on the promotion of a culture of non-violence and peace (CNV+P) engaging vulnerable at-risk young people with the overall goal of building resilience of youth, enhance their agency and belonging in the society.

## Purpose

The main tasks and responsibilities of the Project Officer - YABC is to support the effective project management, coordination, and delivery of the activities under the *Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC)* project.

The Project Officer - YABC will be working, under the supervision of Manager- Male' City Office in close coordination with Manager, Programmes and Services as well as the Programmes and Services department in MRC headquarters.

## Key tasks and responsibilities

1. Overall Implementation and management of the *Promoting a culture of non-violence and peace in communities through the Youth as Agents for Behavioral Change Programme (YABC)* project in coordination with Programmes and Services department in MRC headquarters.
  - Implementation of project activities in specifically assigned target communities.
  - Maintain timely project related monitoring, evaluation and reporting on activities, set mechanisms and report on their progress in accordance with the project requirements.
  - Ensure that the requirements and materials for effective project implementation are always organized and communicated with project team and MRC City Offices.
  - Coordination with relevant stakeholders in the implementation of the project related activities.
  - Plan, organize, project related trainings, workshops, and activities in close coordination with MRC Unit/City Offices and partners.
  - Provide technical assistance for activities carried out by MRC Units/City Offices related to the project.

- Support timely dissemination of project activities, outcomes, and achievements through the communications medium of MRC in close coordination with MRC communications team.
  - Present recommendations to the Manager – Programmes and Services in areas that need improvement and support in the implementation of the project.
2. Support Manager, Male' City Office and in the implementation of project activities in Greater Male' Area.
    - Plan, Implement and coordinate YABC Sessions targeted towards Youth and identified Schools in Greater Male' Area.
    - Support and facilitate YABC sessions targeted towards Youth and identified Schools in Greater Male' Area.
    - Support collection of statistics and data on the project indicators and targets in accordance with project requirements.
    - Maintain project related monitoring, evaluation and reporting in coordination with Manager, Male' City Office.
    - Support timely dissemination of project activities, outcomes, and achievements through the communications medium of Male' City Office in coordination with MRC communications team.
  3. Support, Manager – Male' City Office in the operational management and implementation of Male' City Office Programmes and Services where required.
    - Support towards effective coordination, organization of logistics and arrangements for implementation of activities carried under Male' City Office.
    - Provide assistance in day-to-day operations of Male' Office, including information management, organizing meetings, office up-keep and resource mobilization.
    - Assistance in maintaining official operational records and workflow, such as requisitions, asset management assistance, contract monitoring.
    - Support in member and volunteer management of Male' City Office including communication and coordination of members and volunteers as required.
    - Support communication efforts related to Programmes and Services.
  4. Support towards emergency management and coordination Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.

#### 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 in project management, social sciences, or related field with 1-2 years of experience

##### Experience

- Experience in project management, coordination and working effectively as part of a team.
- Experience in facilitating training and sessions preferred.
- Prior experience with Maldivian Red Crescent or Red Cross Red Crescent movement preferred.

##### Skills/knowledge/Competencies

- Reliable, proven capacity to work independently.
- Excellent written and spoken Dhivehi and English and experienced in reporting and analytical skills.
- Administrative skills and proficiency in Microsoft Applications (Word, Excel, Access, PowerPoint), e-mail applications
- Interpersonal, good communication skills and able to build rapport with diverse groups in the community.
- Results focus, organized, dedicated and high standards of accountability.

## Contract and Salary

Contract Type: Full-Time Contract, (May – November 2024)

Monthly Salary: MVR 12,100

## 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 11<sup>th</sup> April 2024 14:00Hrs**

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