

## Vacancy Announcement

<b>Job title:</b>	Programme Officer – Psychosocial Support (Training and Capacity Development)
<b>Unit/dept/delegation</b>	Programmes and Services Department, Maldivian Red Crescent
<b>Reports to:</b>	Manager Programmes and Services (MRC)
<b>Key Responsibility:</b>	To develop, implement and support coordination of Training Psychosocial Support Operations volunteers in relation to the Covid19 Response.

### 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, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units spanning 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 tasks and responsibilities of the Programme Officer -Trainings and Capacity Development, is to provide technical and operational support towards training Psychosocial Support Call Centre Operations Volunteers and in regard to capacity building in MRC's overall PSS response to COVID19. The PSS Programme Officer will report to the Manager, Programs and Services and will work in coordination with the Health and Inclusion Officer.

### Key tasks and responsibilities

1. Managing all the training and capacity building related to COVID19 PSS response operation of the Maldivian Red Crescent
2. Coordinate and manage all the trainers and trainees who are involved in the PSS Call Center.
3. Support in development of training documents such as concept notes and managing and keeping PSS volunteer databases up to date.
  - Plan, implement, and coordinate PSS trainings of the COVID19 PSS Operation.
  - Carry out training and capacity development needs assessments periodically in coordination with the Programme Officer – PSS Operations.

- Monitor training implementation, budget utilization, and ensure regular reporting to line manager.
  - Managing PSS training materials, by applying best practices, collecting supporting training materials and aids (videos, documents, brochures etc.) and contextualizing culturally appropriate content in the trainings by keeping the training materials up-to date.
  - Support training team and trainers in Training Evaluations and monitoring all the training conducted and managing a training roster by ensuring all the trainings deadlines are met.
  - Writing training reports and compiling all training related documents at the end of each training.
  - Managing the PSS volunteer database (trained volunteers) and managing the pool of trainers in coordination with Programme Officer, COVID-19 Psychosocial Support Operations.
4. Provide support to the COVID19 PSS Operations:
- Assistance in the day to day operations, including logistics management, information management, organizing meetings, officer up-keep etc.
  - Assistance in maintaining official operational records and workflow such as requisitions, asset management assistance etc.
5. Develop and submit monthly reports, other necessary monitoring, and evaluation reporting periodically as well as end of operation report.

#### **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/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**

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##### **Academic Qualification**

University Degree or equivalent in psychology, social work, or related field.

##### **Experience**

- Experience working in teams and organizing community activities.
- Experience and knowledge in Project Cycle Management, including monitoring and evaluation
- Experience in organizing, conducting training and workshops
- Experience in humanitarian and/ or development work preferred.

##### **Skills and Competencies**

- Be capable of working independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities

- Excellent spoken and written English and Dhivehi, with good communication skills
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- 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.

### **Contract and Salary**

Contract Type: 6 months (with possible extension)

Salary: MVR 12,500 – MVR 15,500

### **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 02:00 PM on 24th May 2020. Only short-listed candidates will be contacted for interviews.**