

MRC-AD/MIS/2026/172

Vacancy Announcement

Job title:	Organizational Development Officer
Unit/dept/delegation:	Organizational Development
Reports to:	Secretary General
Key Responsibility:	To support Maldivian Red Crescent (MRC) to ensure the organizational development of the National Society in a sustainable manner and ensure governance systems are functioning within MRC by providing the necessary support to units.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established under 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. MRC aims to be the nation's leading humanitarian organization, with 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.

MRC's ability to serve communities depends on the strength of the organization behind that service. As a volunteer-led, membership-based National Society, MRC's authority rests with its members and is exercised through its Units and governance structures. Strengthening governance, organizational capacity and accountability at all levels is a key priority for MRC in accordance with MRC's Strategic Plan 2019 – 2030.

Purpose

The primary purpose of the Organizational Development Officer is to support the strengthening of MRC as an institution and its sustainable development at all levels, in accordance with MRC's Strategic Plan 2019 – 2030. The Officer supports the Secretary General in advancing organizational change, maintaining MRC's institutional policies and guiding documents, and ensuring MRC's governance structures function effectively in accordance with the Statutes and Rules of Procedure. The role supports Units to strengthen their governance and meet their statutory obligations and provides administrative and secretariat support to Secretary General.

The Organization Development will report to the Secretary General and will work in coordination with the relevant departments at MRC Headquarters (MRC HQ), MRC Regional Offices and Units.

Key tasks and responsibilities

1. Support the development and maintenance of MRC's institutional policies and guiding documents.
 - Support the development of strategies, policies, manuals, standard operating procedures and other guiding documents related to organizational development and governance within MRC.
 - Support the periodic review and revision of MRC's Statutes, Rules of Procedure and policies along with guiding documents, ensuring that due process for amendments and revisions is followed.
 - Support consultation processes with members, volunteers, Units, and governance bodies in the development and revision of MRC's Statutes, Rules of Procedure, policies and guiding documents, ensuring that inputs are gathered, documented and reflected.
 - Disseminate and create awareness of MRC's Statutes, Rules of Procedure, policies, guidelines, strategies and plans adopted by the General Assembly or the Governing Board, and support adherence to them at all levels of MRC.
 - Prepare background research and documentation to inform the continued development of MRC's governance and organizational systems.

2. Support the effective functioning of MRC's governance structures.
 - Support the preparation and conduct of the General Assembly of MRC, including notices, agendas, reports, and related documentation, ensuring that all relevant deadlines are met in accordance with the Statutes and Rules of Procedure.
 - Support the functioning, information-sharing and communication within MRC's governance structures, including the General Assembly, Governing Board, Complaints Committee, Unit Boards and other statutory bodies.
 - Support the preparation of documents required for Governing Board meetings and provide administrative support to the Secretary General in convening meetings of the Governing Board and other statutory bodies/committees as required.
 - Provide secretariat support to the Secretary General and Governing Board members.
 - Prepare and submit reports to the Secretary General in a timely manner as required.
3. Support the development and governance of MRC Units in coordination with MRC Regional Offices
 - Support Regional Offices and Units to meet statutory requirements, including the conduct of Unit Assemblies and Forums and Unit Board meetings, and ensure that proper records are collected and maintained.
 - Liaise with Units on the implementation of governance-related activities within MRC Plans and support the strengthening of the governance function of Units and of MRC as a whole.
 - Support the development and implementation of mechanisms to expand the functionality of Units in accordance with set plans, criteria and strategies, and to monitor and review Unit performance, including a recognition system for well-functioning Units.
 - Support Units to increase membership and volunteer engagement and ensure proper maintenance and regular updating of the MRC members and volunteers database through MRC's digital systems.
 - Support the development and implementation of mechanisms to keep members informed of MRC activities and Programme directions.
4. Support governance and organizational development capacity building across MRC.
 - Develop and conduct induction training for new Board members at all levels of MRC or ensure that such training is conducted.
 - Develop and conduct training for staff and volunteers on governance and organizational development.
 - Ensure that the requirements and materials for effective implementation of governance activities are organized and available at all times.
5. Support the administrative and coordination functions of MRC, including secretariat support to the Secretary General and actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
 - Provide administrative and coordination support to the Secretary General, including correspondence, scheduling, documentation of meetings, and follow-up on decisions.
 - Support the coordination of internal staff engagement activities and management-level processes, including staff meetings, briefings and organization-wide internal events, in coordination with relevant departments, Regional Offices and Units.
 - Maintain official records and documentation of the Secretary General and of management-level processes, ensuring accurate filing and secure storage.
 - Ensure that correspondence received through the general enquiries account is directed to the relevant departments and attended to in a timely manner.
 - Participate in meetings and workshops within the context of relevant and assigned MRC's Strategic Priority areas and the broader humanitarian work of MRC.
 - Support towards emergency management and coordination: whenever need be and 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

Preferred: University degree in business/ public administration, law or a related field or
Diploma in related field with 2 years' work experience

Experience

- Minimum 2 years' experience in a similar role, or in supporting governance, administrative or organizational development functions.
- Experience in facilitating and supporting governance/management functions is preferred.
- Experience in drafting, reviewing or maintaining institutional policies and or guiding documents preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge

- Understanding of governance principles and statutory compliance in a membership-based or volunteer-led organization.
- Strong drafting skills, with the ability to prepare policies, procedures, meeting papers, minutes and reports.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Reliable, proven capacity to work independently in a collaborative team environment.
- High level of discretion and sound judgement in handling sensitive and confidential information.
- Strong attention to detail in maintaining records, documentation and version control.
- Excellent working knowledge of Microsoft Office Suites and digital tools for record management.
- Highly motivated, solution oriented, results-focused, and goal-driven, displaying integrity and accountability with a strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people and good communication and interpersonal skills.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **12 Months** (extension based on performance)

Monthly Salary: **MVR 14,100 – 15,500** (depending on qualification and experience)

Application

All interested applicants are invited to submit their application through MRC's online application form on the website along with the following documentation before 07th September 2026, 14:00 hrs. Applications must contain:

- Letter of Interest
- Curriculum Vitae & Copies of certificates
- Copy / photo of ID card

For queries regarding the vacancy, please contact us at vacancies@redcrescent.org.mv. Only short-listed candidates will be contacted for interviews.