

**MRC-AD/MIS/2026/110**

**JOB DESCRIPTION**

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| <b>Job title:</b>             | Regional Manager – Central   |
| <b>Unit/dept./delegation:</b> | Central Regional Office  |
| <b>Reports to:</b>            | Secretary General  |
| <b>Key Responsibility:</b>    | To manage staff, volunteers and members of the Central Regional Office for effective and efficient delivery of MRC services. To support the MRC Headquarters and Units in the region to implement projects, activities and services of MRC as required. To support secretarial needs of all Unit Boards within Central Region for the smooth functioning of their governance role. |

**Background**

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established under 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. MRC aims to be the nation’s leading humanitarian organization, with Units spanned all over 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.

**Purpose**

The primary responsibility of the Regional Manager – Central, is to manage the Central Regional Office by ensuring the effective and efficient delivery of Maldivian Red Crescent services based on the needs of the community. The Manager will also oversee and support the work of staff, interns, volunteers and members working within the Central Regional Office. In addition, he/she will act as a liaison between the Unit Boards of the Central Region and MRC Headquarters. The Manager also ensures support and supervision are extended to all established Units of the region.

**Key tasks and responsibilities**

1. Operational Management of Central Regional Office and established Units of the region
  - a. Develop the plans, budgets and guiding documents to implement the programmes and services



#### 4. Management of Volunteers and Members

- a. Recruitment of volunteers and members across MRC Units established within the purview of the Central Regional Office.
- b. Ensure a positive work environment with continuous engagement and appreciation of volunteers and members.
- c. Address issues and grievances in a timely manner of volunteers and members with the support of the relevant Unit Board.
- d. Regularly maintain and update data of volunteers and members.
- e. Ensure the safety and protection of volunteers and members while providing services to MRC.
- f. Ensure transparent feedback mechanisms are in place at Unit level to minimize grievances and complaints.

#### 5. Working with Unit Boards within Central Region

- a. Provide administrative support to conduct the Unit Board meetings regularly as per the Statutes of MRC.
- b. Implement the decisions of the Unit Boards and execute the mandates assigned by the Unit Boards in alignment with the policies and strategies of MRC.
- c. Report to the Unit Boards on the operational, administrative, and financial status of the Central Regional Office on a regular basis.
- d. Ensure that Unit Boards are made aware, in a timely manner of key strategic and other operational challenges encountered in the course of its work.
- e. Work with the Unit Boards in establishing partnerships beneficial to the Units and work towards achieving financial sustainability across the Central Region.

### Qualifications, Experience & Competencies

Bachelor's degree in a relevant field, including but not limited to disaster risk management, health sciences, social sciences, humanitarian action, public administration, business administration, or management.

#### Experience:

- At least 3 years of progressive experience in project/programme management, in preferably in humanitarian, development, or non-profit sector.
- At least 2 years of demonstrated experience in leading and managing teams, including performance management and staff development.
- Proven experience in designing and implementing community-based programmes or services.
- Experience in staff, and preferably volunteer, management including recruitment, engagement and retention.
- Experience in financial management, including budget planning, monitoring, and reporting.
- Experience in facilitating training, workshops, or capacity building activities.
- Experience in organizational development or institutional strengthening.
- Experience working with or within governance structures such as boards or committees is an advantage.

- Familiarity with Maldivian Red Crescent, Red Cross Red Crescent Movement, its Fundamental Principles, and the humanitarian mandate will be a distinct advantage.

### Skills and Knowledge:

- Strong leadership and people management skills.
- Demonstrated programme and project management skills, including planning, monitoring, evaluation and reporting.
- Sound financial literacy skills, including budget development, tracking and reporting.
- Excellent written and verbal communication skills in both Dhivehi and English.
- Strong report writing and proposal development skills.
- Excellent written and verbal communication skills in both Dhivehi and English.
- Strong organisational and time management skills, with the ability to prioritise and work under pressure. Skilled in coordination, networking, and building partnerships with diverse stakeholders. Proficient in the use of standard office software and digital tools for data management and reporting.
- Ability to build rapport with people of diverse backgrounds, ages, and roles.
- High standard of personal conduct, integrity, and accountability.
- Commitment to the humanitarian values and mission of MRC.

### Competencies:

- **Results Orientation** - Sets clear goals, monitors progress and takes accountability for outcomes at individual and team level.
- **Leadership and People Management** - Guides, supports, and develops staff and volunteers to perform effectively and grow professionally.
- **Communication and Influence** - Communicates clearly and persuasively across diverse audiences, both verbally and in writing.
- **Teamwork and Collaboration** - Fosters a cooperative and inclusive working environment across staff, volunteers, and partners.
- **Planning and Organisation** - Manages multiple priorities and resources effectively to deliver results within deadlines.
- **Stakeholder and Relationship Management** - Builds and maintains productive relationships with Unit Boards, HQ, partners, and community members.
- **Integrity and Accountability** - Upholds the highest standards of personal and professional conduct in alignment with MRC values.
- **Adaptability and Resilience** - Remains effective under pressure and adapts constructively to changing priorities and circumstances.
- **Digital Competency** - Uses digital tools effectively for communication, data management, and reporting.

### Contract and Salary

Contract Type: Fixed term

Monthly Salary: MVR 20,700-24,450 (depending on qualification and experience)

### Duties applicable to all staff

- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles, and all established Policies of Maldivian Red Crescent.
- Perform any other work-related duties and responsibilities that may be assigned by Secretary General.

### Submission Requirements

All interested applicants are invited to submit their application through MRC's online application form on the website along with the following documentation before 2:00 pm, 28<sup>th</sup> June 2026.

- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae
- Educational Qualification
- Work Reference letter
- Copy of National ID card

For queries regarding the vacancy, please contact us at [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv)