

## Vacancy Announcement

<b>Job title:</b>	2 Psychological First Aid Trainers – Psychosocial Support Operations (Part Time)
<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 facilitate and coordinate all Psychological First Aid Trainings of Maldivian Red Crescent

### 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, with Branches and Units spanned all over Maldives. To date it has established 10 Branches and 20 Units. 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.

PSS is one of key areas in which MRC provides assistance to affected populations in the Maldives and is among the priority areas in the current strategic plan of action (2019 – 2030), which includes the strengthening of PSS services during emergencies. PSS includes a variety of interventions that address the psychological and social needs of affected populations which are implemented to promote resilience of affected individuals, groups, and communities.

### Purpose

The main task of Psychological First Aid Trainer is primarily (but not exclusively) to facilitate and coordinate all Psychological First Aid Trainings of Maldivian Red Crescent.

The Psychological First Aid Trainer will report to the Manager, Programs and Services and will work in coordination with the Health and Inclusion Officer and Programme Officer - PSS Training and Capacity Development.

## Key tasks and responsibilities

### Generic tasks include:

- Adhere to the Standard Operational Procedures (SOPs) of operations
- Coordinate with relevant staff and volunteers to accomplish specific tasks
- Share information and communicate with line manager regularly
- Other tasks as may be assigned by the line manager.

### Specific tasks are to :

- Facilitate Psychological First Aid Training (both in Male' and outside).
- Assist Programme Officer - PSS Training and Capacity Development in below tasks:
  - Prepare and maintain the training materials necessary for the Psychological First Aid Trainings
  - Implementation and development of PSS trainings program.
  - Issuance of certificates after completion of all trainings.
  - Maintaining and updating Psychological First Aid trainee/trainer database.
  - Mobilise and allocate trainers as appropriate for trainings.
  - Manage and allocate resources for trainings in an effective manner.
  - Manage all Psychological First Aid related documents in a suitable and effective manner.
  - Prepare and submit monthly, quarterly or annual updates as required for Psychological First Aid activities.
- Provide appropriate guidance and support to volunteer Psychological First Aid Trainers
- Ensure that a proper briefing and debriefing is conducted for all volunteer trainers at the beginning and end of every training.
- Support the administrative staff in maintaining a volunteer roster and relevant documents related to trainings in a timely manner.
- Prepare and share training statistics and updates with PSS team
- Participate in meetings, workshops within the context of Psychological First Aid implementation

## Duties applicable to all staff

- Actively work towards the achievement of the MRC's goals and objectives, and promote of the Maldivian Red Crescent's mission, vision, and objectives.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles and Maldivian Red Crescent Code of Conduct.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

## Qualifications, Skills and Competencies

### Academic Qualification

O 'level qualification or equivalent.

Priority will be given to individuals who has background in Psychology, Counselling or relevant fields.

### Experience

Completed Maldivian Red Crescent Psychosocial First Aid ToT or Facilitators Training.

And

Prior experience in conducting Psychological First Aid Training.

### 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.

### Travel Requirement

Able to travel out of Male' (Travel will depend on HPA guidance)

### Contract and Salary

**Contract Type:** The duration will be part-time for a period of four months (with possible extension) from the date of engagement. Any reduction or extension of engagement would be in agreement with the Psychological First Aid Trainer and MRC.

**Monthly Salary:** **MVR 4,000** per month

### 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 15<sup>th</sup> August 2020. Only short-listed candidates will be contacted for interviews.