

Role Description

Main Role:	Intern – Administrative and Logistics Services
Type of work:	Internship
Unit/dept/delegation:	Male' Branch, Maldivian Red Crescent
Duration:	06 months
Reports to:	Under the supervision of the Manager, Male' Branch

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, 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 is **the nation's leading humanitarian organization, with** branches established in 20 islands across the country. 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 Administrative and Logistics Intern will assist the Maldivian Red Crescent's Male' Branch to deliver its Annual Work Plan including provision of services (First Aid service, training and emergency response), governance functions, volunteer management, and overall administration of the Branch Office.

The intern must be energetic, driven, efficient and well organised in order to coordinate the multiple facets of the administrative management of the Branch Office. While assisting with a wide range of activities, the intern will gain hands-on experience and training in many aspects of office administration and logistics, while also gaining a good understanding of Red Cross Red Crescent Movement, and other management skills such as procurement, documentation and reporting.

Other benefits of an internship at Maldivian Red Crescent include exposure to a dedicated volunteer pool and the ability to network with a wide variety of individuals, institutions and organisations.

Key tasks and responsibilities

Under the guidance of the Branch Manager, the intern is expected to;

1. Provide Logistical Support

- Develop an inventory of the current assets of the Branch.
- Establish a stock management procedure/system for the Branch Office and maintain it as per the set procedures.
- Assist to develop a system for release and return of the First Aid and Response equipment and supplies to events or incidents.
- Assist in the procurement of the Branch's equipment and supplies as per the procedure and guidelines, and ensuring all documentation are up to full audit trail standard.
- Arrange customs clearance of stock and supplies when required.

- Create and maintain a good relationship with vendors/ suppliers. This includes ensuring on-time processing of payments and timely communications.
- Negotiate the best deal for pricing and supply to the Branch.

2. Provide Administrative Support

- Ensure that volunteers adhere to the set procurement and other financial guidelines.
- Maintain the filing system, databases and archive. This may include hard or soft systems.
- Arrange local and international travel for staff, volunteers and other delegates, as and when required.
- Provide administrative and logistical support during service provision and emergency response operations including security and transport.
- Provide administrative support to the Units.
- Contribute to the development and implementation of the Annual Work Plan of the Branch.
- Contribute to the development of the overall functioning of the Branch.

3. Assist in Human Resource Management

- Assist in Volunteer recruitment, induction and management (including monitoring, data management and analysis)
- Support in administering grievance, disciplinary and general administrative procedures

At the end of the internship, submit a final report that records key tasks undertaken, objectives achieved throughout the internship and recommendations for improvement of future internship opportunities by MRC.

Duties applicable to all Interns

- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles and Code of Conduct.
- Perform any other work related duties and responsibilities that may be assigned by the line manager or supervisor.

Required Competencies

Education/Qualifications	Required	Preferred
O' Level (at least 3 passes, credit and above)	X	

Experience

Experience and knowledge of voluntary work		X
Team work: proven through involvement in school extracurricular activities	X	
Experience in procurement and logistics	X	

Skills/knowledge

Excellent oral and written communication in English and Dhivehi language	X	
Self-supporting in computers – Basic MS Office Windows Pack	X	
Proven leadership skills (through school extra-curricular or leadership posts, etc)	X	
Trained in First Aid		X

Competencies

Interpersonal relations
Result focused and accountability
Teamwork
Communications
Multi-tasking and organisational skills

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card

Applications must be emailed with job title in subject to: info@redcrescent.org.mv addressed to Secretary General, Aishath Noora Mohamed

Deadline: The deadline for application is 12 :00 PM on 16 June 2019. Only short-listed candidates will be contacted for interviews.