

Vacancy Announcement

Job title:	Programme Assistant
Unit/dept/delegation:	HQ, Hulhumale'
Reports to:	Manger - Programmes & Services
Key Responsibility:	To develop, implement and support coordination of MRC Programmes & Services and MRC HQ First Aid training and services.

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, Offices and 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 – 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 Assistant are to support the effective coordination, operational management, and delivery of MRC's Programmes and Services. This position will also support the implementation of MRC HQ's Community and Commercial First Aid Programmes, contributing to further development of the Programme and ensuring stakeholder engagement, and First Aid Trainers of MRC.

The Programme Assistant will be working, under the supervision of Manager- Programmes and Services in coordination with Senior Programme Officer – Health and Inclusion

Key tasks and responsibilities

1. Support in Programme conceptualization, development, and support implementation of MRC's Strategic Plan 2019-2023.
 - Support in development of concept notes, plans and strategies to effectively deliver MRC Programmes in alignment with the MRC's Strategic Plan.
 - Coordination and support MRC City Offices/Units to implement Programme activities.
 - Support collection of statistics and data on the indicators and targets in the annual and strategic plan and provide support overall work of MRC Programmes and Services Department and MRC City Offices/Units to collect and collate required statistics and data.
 - Support the communications team in developing messages and materials.
2. Support the effective coordination and implementation of MRC's First Aid Programme including MRC's Commercial First Aid Programme
 - Supporting organization of First Aid trainings (all levels) and refreshers as necessary to maintain a constant pool of First Aiders (all levels)
 - Coordinate, facilitate and conduct community and commercial First Aid training organized by MRC HQ.
 - Maintain proper documentation, manage payments and issuance of certificates after completion of all training on a timely manner all First Aid Trainings conducted by MRC HQ and MRC City Office/Units.
 - Maintain and monitor all training related data and reporting conducted by MRC HQ and

MRC City Offices/Units.

- Monitor and review quality of the First Aid Trainings conducted by the FA Trainers through participant evaluations and debriefing sessions.
 - Coordinate and support planning of training and events (Monthly, quarterly, and annually).
 - Actively seek opportunities to expand the Commercial First Aid Programme including planning to achieve the program's sustainability into the future.
 - Support mechanisms to monitor and report on First Aid Training activities and income generated monthly, quarterly, and annually.
3. Management of volunteers and consultants during first aid training.
- Strategically plan out training and events for the period (monthly, quarterly, and annually) to effectively deliver services while maximizing the resources available.
 - Manage, mobilize, and allocate First Aid Trainers as appropriate for community and commercial First Aid training.
 - Effectively manage a database for First Aid which includes: an updated database of all the first trainers, trainees and first aid equipment's available in MRC & inventory of firstaid materials (contents of first aid kits) and prepare plans to procure before stock runs out.
4. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
- Support towards emergency management and coordination: whenever need be, support the core team in emergency response planning and execution.
 - Participate in meetings, workshops within the context of MRC's Strategic Plan 2019-2030 and broader humanitarian work of MRC.

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

O' Level or A Level (Preferred A Level)

Priority will be given to individuals who have completed First Aid Training of Trainer Course of MRC

Experience

- Ability to work effectively as part of a team.
- Experience in facilitating training and sessions preferred.
- Administrative skills and proficiency with Microsoft Applications (eg. Excel, Word etc)

Skills/knowledge

- Reliable, proven capacity to work independently and within a team.
- Coordination, reporting and analytical skills.
- Excellent written and spoken Dhivehi & English.

Competencies

- Interpersonal, good communication skills and able to build rapport with diverse groups in the community.
- Results focus dedicated and high standards of accountability.
- Organized and attention to detail.

Contract and Salary

Contract Type: **Full-Time, until year-end 2023 with possible extension**

Monthly Salary: **MVR 7,300 – 11,300** (depending on qualification and experience)

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

Deadline: The deadline for application is 2 PM on 23rd May 2023.
Only short-listed candidates will be contacted for interviews.