

MRC-AD/MIS/2024/054

Vacancy Announcement

Job title:	Project Consultant – Male’ City Office
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale’
Reports to:	Manager, Male’ City Office
Key Responsibility:	Implement, coordinate, and provide operational support towards the Lymphatic Filariasis Response 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 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.

Maldivian Red Crescent as an auxiliary to the government, aims to support the response efforts with the identification of Lymphatic Filariasis cases in the Maldives. As part of the response efforts, MRC will support Ministry of Health and Health Protection Agency in scaling up health screening efforts, risk communication and community engagement (RCCE) and vector control efforts nationwide to decrease the impact of vector borne diseases.

Purpose

The tasks and responsibilities of the Project Consultant is to implement, coordinate and provide operational support towards the Lymphatic Filariasis Response activities coordinated by MRC Male’ City Office. The Consultant will report to the Manager, Male’ City Office and will work in coordination with the Senior Programme Officer – Male’ City Office & Project Consultant – HQ.

Key tasks and responsibilities

1. Support the development, coordination, and implementation of MRC Male’ City Offices Emergency Plan of Action (EPOA) in relation to the Lymphatic Filariasis Response of MRC. This includes development and activity coordination in alignment with the response operational plan of MRC.
 - a. Plan, implement and coordinate response activities organized by MRC Male’ City Office in coordination with MRC headquarters. Includes travel to target islands for activity implementation as required.
 - b. Support and monitor activity implementation and maintain regular reporting of all activities carried out by MRC Male’ City Office.
 - c. Support collection of statistics and data on the indicators and targets set in the response operational plan. This includes support and guidance to MRC volunteers to collect & collate required data.
 - d. Maintain regular coordination, and communication with relevant stakeholders in relation to MRC response efforts.
 - e. Support upkeep of communication efforts related to the response operations plan in liaison with MRC headquarters.
 - f. Support day-to-day operations of the response including logistics management, information management, organization of meetings.
 - g. Manage official operational records, office upkeep, workflow such as requisitions as required.

2nd Floor, Plot number 11493, Hithigasmagu, Hulhumale’, Maldives | ދިވެހި ރާއްޖޭގެ ރަތް ސަލާމަތް 11493، ހިތިގަޝްމާގު، ހުލުހުމާލެ، ދިވެހިރާއްޖެ

2. Actively contribute and take part in MRC activities when required within his/her area of specific technical expertise.
 - a. Support towards emergency management and coordination; whenever need be, support the core team in emergency response planning and execution.
 - b. Participate in meetings and workshops as required within the context of areas of work.
 - c. Support knowledge and skill exchanges at local, national, and global levels.

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

A 'Level with 3-5 years' Work Experience

Preferred: Diploma in Project Management, Social Sciences, Health, or related field with 1+ year work experience.

Experience

- Experience working in teams and organizing community activities.
- Experience in facilitating workshops, training, and sessions.
- Experience and knowledge of Project Cycle Management, including monitoring and evaluation.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge

- Reliable, proven capacity to work independently in collaborative team environment.
- Coordination, project management, monitoring and evaluation, budgeting, reporting, analytical skills.
- Solution oriented, results-focused, goal-driven individual, who displays integrity and accountability.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications
- Able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **Short Term Contract - 02 Months**

Monthly Salary: **MVR 11,300**

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: vacancies@redcrescent.org.mv

Deadline: The deadline for application is 05th February 2024, 14:00 hrs. | Only short-listed candidates will be contacted for interviews.