

MRC-AD/MIS/2023/176

## Vacancy Announcement

<b>Job title:</b>	Programme Officer - Health and Inclusion
<b>Unit/dept/delegation:</b>	Programme and Services Department, Maldivian Red Crescent Headquarters, Hulhumale'
<b>Reports to:</b>	Manager - Programmes and Services
<b>Key Responsibility:</b>	To develop, implement, and support coordination of MRC's Programmes 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, with 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 primary purpose of the Programme Officer is to support the effective coordination, operational management, and delivery of MRC's Programmes and Services by ensuring that our staff and volunteers have the capacities and knowledge to effectively implement humanitarian services guided to achieve overall strategic vision of the MRC.

The Programme Officer – Health and Inclusion will work under the supervision of the Manager – Programmes and Services and will work in coordination with the Programme and Services Department in MRC Headquarters (MRCHQ).

## Key tasks and responsibilities

1. Programme conceptualization, development, and support implementation of MRC's Strategic Plan 2019-2030, Priority ii: Strengthen First Aid and Psychosocial Support Services and Priority iv: Promote Health and Wellbeing in a Changing Environment in coordination with MRC City Offices/Units.
  - Develop concept notes, plans and strategies to effectively deliver MRC Programmes in alignment with the MRC's Strategic Plan and reach the most vulnerable in the community.
  - Support in developing, managing budgets and monitoring Programme implementation, budget utilization, and ensure regular reporting to supervisor and managers, and preparation of quarterly reports and donor reports as required in line with the assigned projects and priority area
  - Support MRC City Office/Units on implementing Programmes and activities focused on MRC's Health and Inclusion portfolio, First Aid and Mental Health and Psychosocial Support Service Related Programmes and services.
  - Support the development and expansion of on-going health and Inclusion related Programmes such as the healthy ageing Programme, the alternative learning Programme for at risk youth, MRC's epidemic control for volunteers' Programme.

- Support communications team in developing messages and materials related to Programmes and services.
  - Support and work with MRC's resource mobilization team to raise resources towards Programmes and services.
2. Oversee and support the development, effective coordination, and implementation of capacity building (Health and Inclusion Programmes, First Aid and MHPSS) including monitoring, and evaluation processes.
    - Assess, identify, and forecast needs of MRC City Offices/Units, MRC staff, and volunteers and implement capacity building Programmes and training in a sustainable manner.
    - Manage in the retention and capacity development of MRC's trainer pools (Health and Inclusion Programmes, First Aid and MHPSS) in coordination with MRC City Offices/Units.
    - Coordinate and facilitate Community based Health and First Aid (CBHFA) project/Programme activities and health promotion sessions according to global minimum quality requirements.
    - Collect and maintain statistics on trainings, workshops and consultations and support Branches to maintain training related statistics at the MRC City Office/Unit level
  3. Support the effective coordination and implementation of MRC's First Aid Programme including MRC's Commercial First Aid Programme
    - Develop and coordinate strategic implementation of MRC's First Aid Policy
    - Set, monitor, and periodically review technical standards of the First Aid Programme including but not limited to, Training Modules, Training Standards & Instructor Pathways
    - Identify avenues of expansion and diversification of the First Aid Programme and offer guidance to MRC City Offices/Units on developing First Aid Programmes at MRC City Office/Unit level.
    - Organize First Aid trainings (all levels) and refreshers as necessary to maintain a constant pool of First Aiders (all levels)
    - Support the Communications Team in the promotion & advocacy of First Aid in Maldives
    - Support strategic planning of training and events (Monthly, quarterly, and annually).
  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 Priority ii: Strengthen First Aid and Psychosocial Support Services and Priority iv: Promote Health and Wellbeing in a Changing Environment and Priority V: Foster Humanitarian Values and Volunteerism 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

Preferred: University degree in Health, social sciences, project management or related field or  
Diploma in health, social sciences, project management or related field with 2-year work experience

##### Experience

- Experience in working in a team.

- Experience in project management and coordination.
- Experience in humanitarian and/ or development work /or in health, wellbeing and social cohesion preferred.
- Experience in facilitating training and sessions.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

### Skills/knowledge and Competencies

- Reliable, proven capacity to work independently.
- Coordination, project implementation, budgeting, reporting, analytical skills.
- Highly motivated with strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people.
- Good Communication and Interpersonal skills.
- Results focused, dedicated and high standards of accountability.
- Organised and attention to detail.
- Teamwork.
- Excellent written and spoken Dhivehi & English.

### Contract and Salary

Contract Type: **Fixed term (one year)**

Monthly Salary: **MVR 11,500 – 15,500** (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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 2 PM on 10<sup>th</sup> July 2023. Only short-listed candidates will be contacted for interviews.**