MRC-AD/MIS/2026/252

Vacancy Announcement

Job title:	Programme Assistant (Part-time)
Unit/dept/delegation:	Maldivian Red Crescent - South Regional Office
Reports to:	Regional Manager, South
Key Responsibility:	To support the implementation, coordination, monitoring and reporting of the **Strengthening Community Wellbeing and Social Inclusion in South Maldives** project while assisting in the implementation of Programmes and Services of MRC South Regional

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. MRC 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.

MRC is implementing an eight-month Project supported by the Canada Fund for Local Initiatives,: *Strengthening Community Wellbeing and Social Inclusion in South Maldives* across Gdh. Gadhdhoo, Fuvahmulah City and Addu City. Delivered through MRC's South Regional Office and its three Units, the Project aims to strengthens community connection among older persons, builds local capacity to support mental wellbeing, and widens participation in community life across the South Region.

Purpose

The primary responsibility of the Program Assistant is to support the implementation of the *Strengthening Community Wellbeing and Social Inclusion in South Maldives* project and the overall delivery of Programmes and services of MRC's South Regional Office. In addition, he/she will be assist in implementing the Programmes and Services of MRC's South Regional Office.

Key tasks and responsibilities

1. Implementation of the Strengthening Community Wellbeing and Social Inclusion in South Maldives Project

- Support in planning, coordinating and implementing project activities in accordance with the approved project work plan and timeline. This includes procurement and logistical arrangements for project activities, including training, workshops, meetings, community engagement events and awareness campaigns.
- Liaise with volunteers, community members, local authorities, partner organizations and other stakeholders involved in project implementation.

- Support monitoring of project implementation, work plans, activity schedules and budget utilization. This includes collecting and maintaining accurate project documentation, including attendance records, beneficiary information, activity reports, photographs, success stories and supporting evidence.
- Assist in preparing timely narrative and financial supporting documentation for reports to Headquarters and the donor.
- Monitor project indicators and assist in data collection, compilation and analysis to measure project outcomes.
- Ensure project documentation is maintained in accordance with donor and Maldivian Red Crescent requirements.
- Identify implementation challenges and communicate them to the Manager while proposing practical solutions where appropriate.
- Assist in documenting project and Programme achievements through photographs, stories, case studies and testimonials.
- Support the preparation of communication materials for social media, newsletters, reports and publications.
- Ensure project visibility requirements are implemented in accordance with donor and Maldivian Red Crescent branding guidelines.
- Coordinate with the Communications team to promote project activities and organizational initiatives

2. Support the implementation of Programmes and Services of MRC South Regional Office.
   - Support the implementation and coordination of activities under the South Regional Office and its Units under Annual Work Plan.
   - Coordinate implementation of activities across South Regional Units in collaboration with Unit Boards, volunteers and Headquarters. This includes training Programmes, community and volunteer engagement activities and other services and initiatives of the regional office.
   - Support Programme monitoring, including statistics and data collection, budget utilization and reporting to Headquarters and assist in developing reports, presentations and other documentation as required.
   - Support resource mobilization initiatives and community fundraising activities implemented by the South Regional Office.

3. Support the regular operations of MRC's South Regional Office
   - Assist in the day-to-day administration and smooth functioning of the South Regional Office including procurement processes asset and inventory management.
   - Coordinate logistics for meetings, training, travel and other operational requirements including maintaining official operational records, filing systems, correspondence and documentation.
   - Prepare meeting agendas, minutes and follow up on agreed action points.
   - Support information management and ensure accurate record keeping.
   - Support towards member and volunteer management of the regional office through establish systems of MRC, including volunteer recruitment, orientation communication and coordination.
   - Coordinate regular communication with volunteers, Unit Boards and community stakeholders., organization of volunteer meetings and recognition activities.
   - Where required support in emergency management and response coordination of the regional office.

Code of Conduct

- 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, Experience & Competencies

Academic Qualification

- O'Level or A'Level Qualification.

Experience

- Experience in a similar project environment setting is preferred
- Experience in working in teams and organizing community activities.
- Experience in humanitarian and/ or development work is preferred.

Skills/knowledge

- Capable of working independently in collaborative team environment.
- Solution-oriented, results-focused, goal-driven individuals, who display 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: **3 Months (Part Time)**
Monthly Salary: **MVR 5,000 – 6,000** (depending on qualification and experience)

Submission Requirements

All interested applicants are invited to submit their application through MRC's online application form on the website along with the following documentation before **21st November 2026, 14:00 hrs**.

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

For queries regarding the vacancy, please contact us at vacancies@redcrescent.org.mv
Only short-listed candidates will be contacted for interviews.