

## Job Description

<b>Job title:</b>	Secretary General
<b>Unit/Dept/Delegation:</b>	Headquarters
<b>Reports to:</b>	President and the Governing Board
<b>Key Responsibility:</b>	The Secretary General is the Chief Executive of Maldivian Red Crescent and is responsible and accountable for the performance and success of the Maldivian Red Crescent as a whole. Secretary General will also be the Chief Representative and Spokesperson of the National Society on all the technical and operational matters with respect to public authorities, Movement and non-Movement partners.

### Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organisation, 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 part 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 and units spanned all over Maldives. To date it has established 10 branches and 20 units spanning 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 Secretary General shall report to the Governing Board of the Maldivian Red Crescent and implement the strategic goals and objectives of the Maldivian Red Crescent. The Secretary General has the authority to carry out these responsibilities in accordance with the direction and policies established by the Governing Board. This includes the Maldivian Red Crescent [Statutes](#) and [Rules of Procedure](#).

### Key tasks and responsibilities

#### Operational Management

- a. Ensure that the MRC's organizational structure, operational policies and other organizational policies are sound and effectively able to deliver on the strategic objectives defined by the MRC.
- b. Exercise authority over personnel and human-resource matters and further strengthen performance by developing and tracking key performance indicators across the organization.
- c. Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining and motivating diverse talent.
- d. Effectively manage operational matters to deliver the mandate of MRC, including seeking additional authorities from the Governing Board as required to address risks that arise, proactively and effectively.
- e. To appoint competent staff to the Secretariat ensuring human resource development and when necessary terminate the appointment of staff;
- f. To support and co-ordinate the work of volunteers and others assisting Maldivian Red Crescent;
- g. The Secretary General shall establish the structure of the Secretariat, the general outline of which shall be subject to the approval of the Governing Board.

## Financial Management

- a. Present Annual Plan and Budget to the Governing Board for approval as per the statutory requirements of MRC, that link with operational plan.
- b. Work closely with the finance committee of MRC to ensure the overall transparency and effective financial and administrative functionality of the MRC and its assets.
- c. In close collaboration with the Finance Department of MRC ensure that there are strong financial controls in place to monitor the use of funds
- d. To oversee all financial accounts and submit these accounts to the Governing Board as and when required

## Strategic Leadership and Delivery

- a. Operationalize, lead and monitor the implementation of the [MRC Strategic Plan 2019-2030](#), and ensure successful implementation.
- b. Effectively manage risk in the portfolio and the Secretariat's operations, including, but not limited to, the development of rigorous management and communication systems to ensure the implementation of and strict adherence to Governing Board decisions and other policies and procedures of the MRC in a timely manner.
- c. Ensure meaningful monitoring and evaluation of the MRC programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of all ten branches of the MRC.
- d. To advise on the overall the strategic direction and long-term goals, including general policy frameworks:

## Partner Engagement

- a. Build and maintain effective alliances and operational collaboration with public and private partners such IFRC, ICRC, partner national societies, government authorities, United Nations agencies, nongovernmental organizations, the business sector, civil society actors etc.
- b. Represent the MRC and its work with external stakeholders to build effective partnerships with public and private entities to support the work of the MRC
- c. Interact with government at the highest level to advocate on behalf of the most vulnerable and to build partnerships to further enhance the MRC programs throughout the branches

## Mobilizing and Sustaining Resources

- a. Provide strategic guidance for resource mobilization and the implementation of resource mobilization policy
- b. Oversee and advance the development of new funding streams for the MRC, broadening the donor base
- c. Provide guidance to all branches of the MRC in resource mobilization and ensuring its sustainability

## Working with the Governing Board

- a. To implement the decisions of the General Assembly and execute the mandates assigned to him or her by the General Assembly and the Governing Board;
- b. To direct the Secretariat as per the decisions of the Governing Board and be responsible for the execution of the work entrusted to it;
- c. Report to the Governing Board on the operational, administrative, and financial status of the MRC on a regular basis
- d. Ensure that the board is made aware, in a timely manner of key strategic and other operational challenges the Secretariat is encountering in the course of its work
- e. Represent the management at all Governing Board meetings and ensure effective and timely execution of all board decisions.

In addition, the Secretary General shall;

- a. Disseminate and promote the seven Fundamental Principles of the International Federation of the Red Cross and Red Crescent Societies
- b. Be the authorized representative of the MRC in relation to third parties and courts of law for all transactions whatsoever, including transactions executed in legal to the acquisition, administration and expenditure of the resources of the MRC;
- c. Direct the actions decided by the General Assembly.
- d. To carry out any other function assigned to him/her by the General Assembly, the Governing Board or the President;
- e. The Secretary General shall be the ex. Officio secretary with no voting rights at all General Assemblies and at the meetings of the Governing Board and unless the Statues provide otherwise of all other bodies set up by the General Assembly or the Governing Board; and

#### **Duties applicable to all staff**

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- 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.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.