

MRC-AD/MIS/2026/170

Vacancy Announcement

Job title:	Programme Coordinator – Training & Development
Unit/dept/delegation:	Programme & Services Department, MRC HQ, Hulhumale'
Reports to:	Manager - Programmes and Services
Key Responsibility:	To lead the development, delivery and quality assurance of MRC's trainings in line with the Strategic Plan 2019 – 2030.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established under 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.

Training is central to how MRC builds capacity within the communities it serves. MRC delivers a range of trainings that contribute to organisational preparedness and to the resilience of communities across the Maldives. Expanding capacity building that strengthens community resilience, while applying consistent standards, maintaining a qualified pool of trainers, and strengthening certification and quality assurance, are key priorities for MRC in accordance with MRC's Strategic Plan 2019 – 2030.

Purpose

The primary purpose of the Programme Coordinator - Training & Development is to coordinate the effective functioning, quality assurance, and operational delivery of MRC's Training and Development function, bringing together all trainings delivered by MRC under a single, consistent, and quality assured approach. This includes MRC's First Aid Training, Mental Health and Psychosocial Support (MHPSS) Trainings, and the wider portfolio of technical, institutional, and volunteer trainings delivered to MRC staff, volunteers, communities, and commercial clients. The role also supports resource mobilization and income generation through MRC's commercial training services.

The Programme Officer - Training & Development will report to the Manager - Programmes and Services and will work in coordination with the Programmes and Services Department at MRC Headquarters (MRC HQ), MRC Regional Offices and Units, and relevant departments.

Key tasks and responsibilities

1. Coordinate the implementation and development of MRC's Training and Development function, covering all trainings delivered by MRC.
 - Support the development, maintenance, and periodic review of MRC training architecture and training catalogue covering all trainings delivered by MRC. This includes, but not limited to First Aid, Mental Health and Psychosocial Support, emergency and disaster response trainings, volunteer induction and Movement induction trainings and other technical and institutional trainings as assigned.
 - Develop concept notes, plans, strategies, and guidance documents to effectively deliver MRC's Training and Development function in alignment with the MRC Strategic Plan, organizational priorities, and Red Cross and Red Crescent Movement standards.

- Establish, review, and apply technical standards and quality assurance mechanisms across all MRC trainings, covering training materials, delivery methodology, assessment, and certification requirements.
 - Coordinate MRC's trainer development pathway, including identification and selection of trainers, delivery of training of trainers' courses, accreditation, conversion of legacy trainers to current standards, refresher and recertification requirements, and periodic review of trainer performance.
 - Monitor and review the quality of trainings delivered through participant evaluations, post training assessments, trainer debriefing sessions, and periodic quality reviews, and apply findings to strengthen subsequent delivery.
 - Ensure that training design and delivery apply do no harm principles, safeguarding considerations, and appropriate support for participants and facilitators.
 - Where required, support coordination and technical exchange with the Global First Aid Reference Centre, IFRC Reference Centre's, and relevant Movement partners to strengthen training capacity, quality, and innovation.
2. Coordinate the delivery and operational systems supporting all MRC trainings.
- Compile and monitor the annual MRC training calendar, and mobilize and allocate trainers and volunteers for delivery, in consultation with relevant departments, MRC Regional Offices and Units.
 - Provide technical guidance and coordination support to MRC Regional Offices and Units on training delivery, ensuring consistency and adherence to MRC standards across all locations.
 - Establish and maintain a consolidated trainer and participant database, including courses delivered, certification status, and validity periods with relevant departments and MRC digital systems.
 - Manage training administration, including processing of payments, issuance and renewal of certificates, and inventory of training equipment and consumables.
 - Monitor and report on training activities, participant reach, and income generated on a monthly, quarterly, and annual basis.
 - Identify opportunities to expand and diversify MRC's training portfolio, and coordinate with the Communications team on related key messages and visibility materials.
3. Support the effective coordination and implementation of MRC's core training areas; First Aid and Mental Health and Psychosocial Support (MHPSS), across both Community and Commercial delivery.
- Coordinate the implementation of trainings in alignment with MRC's Strategic Priority ii: Strengthen First Aid and Psychosocial Support Services, and Priority iv: Promote Health and Wellbeing in a Changing Environment.
 - Ensure training and certification remain aligned with current movement Guidelines, and support progression towards international and national recognition and accreditation of MRC trainings.
 - Coordinate MHPSS training delivery with the technical lead for Health and MHPSS, ensuring content and standards reflect current technical direction of MRC and the Red Cross Red Crescent Movement.
 - Establish, monitor, and periodically review technical standards for trainings, including training modules, training standards, trainer development frameworks, and related quality assurance systems, in line with current IFRC Guidelines and Movement standards.

- Support the growth of commercial training services as a means of sustaining MRC's humanitarian Programmes and Services.
 - Strategically plan trainings and refreshers on a monthly, quarterly, and annual basis to maintain a constant pool of qualified trainers, First Aiders, and Psychological First Aid providers while maximizing available resources.
 - Provide technical guidance and coordination support to MRC Regional Offices and Units on the delivery of First Aid and MHPSS trainings, ensuring consistency and quality across all locations.
4. Support organizational learning and development across MRC.
- Assess, identify, and forecast capacity and learning needs of MRC staff, Members and volunteers and support planning and coordination of sustainable capacity building and training initiatives.
 - Support the development and implementation of structured onboarding, induction, and learning resources to promote consistency, institutional knowledge, and continuous professional development across and progression towards trainer and leadership roles.
 - Support knowledge and skills exchanges at local, national, and global levels, and contribute to documentation and dissemination of learning across MRC.
5. Support the implementation of MRC's Strategic Plan 2019 – 2030 and actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
- Support the Manager, Programmes and Services in the development, implementation, and coordination of assigned Programmes, Projects, and activities, including development of concept notes, work plans, SOPs, and implementation tools.
 - Monitor implementation, budget utilization, and performance, and contribute to timely and quality reporting to inform donors, partners, and Governance of MRC, including internal, quarterly, and donor reports in relation to training.
 - Plan, monitor, forecast, and ensure effective utilization of training budgets in compliance with MRC financial policies and donor requirements, and liaise with the Finance Department on budget management, income tracking, reporting, and financial compliance as required.
 - Support the compilation and monitoring of the Annual Work Plan and Budget in relation to training and capacity building, in consultation with departments, MRC Regional Offices and Units.
 - Ensure proper collection of training data from all departments, MRC Regional Offices and Units, and support the use and maintenance of Programme databases and systems to capture training performance and learning, including for compilation of MRC's Annual Report.
 - Support identification of financial and operational risks related to training delivery and contribute to appropriate mitigation measures.
 - Participate in meetings and workshops within the context of relevant and assigned MRC's Strategic Priority areas and the broader humanitarian work of MRC.
 - Support towards emergency management and coordination: whenever need be and support the core team in emergency response planning and execution.

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 5 years' work experience

Experience

- Experience in coordinating training Programmes, including development of training materials, management of trainer pools, and delivery across multiple locations, preferred.
- Minimum 3 years' experience in working in a team, project management and coordination.
- Individuals who have completed any Training of Trainer Course of MRC preferred.
- Experience in in workshop/trainings facilitation preferred.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred.

Skills/knowledge

- Working knowledge of adult learning principles and training quality assurance, including curriculum design, assessment, and establishing certification mechanisms.
- Reliable, proven capacity to work independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Coordination, project implementation, budgeting, reporting, analytical skills.
- Highly motivated, solution oriented, results-focused, goal-driven individual, who displays integrity and accountability with strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people and good communication and interpersonal skills.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **12 Months** (extension based on performance)

Monthly Salary: **MVR 16,800 – 17,400** (depending on qualification and experience)

Application

All interested applicants are invited to submit their application through MRC's online application form on the website along with the following documentation before 03rd September 2026, 14:00 hrs. Applications must contain:

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

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