

Vacancy Announcement

Job title:	Admin Assistant
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Manager – Finance, Admin and Resource Mobilization
Key Responsibility:	To carry out the implementation and coordination of MRC's administrative and HR procedures.

Background

The Maldivian Red Crescent (MRC) 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, 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, 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

Admin Assistant is responsible for carrying out the implementation of MRC's administrative and HR procedures including secretariat support to the Secretary General.

Key tasks and responsibilities

1. Support Administrative tasks and Provide secretariat support to the Secretary General.
 - Purchase supplies to ensure the smooth running of the organization on a day to day and as required basis.
 - Ensure the office is clean, secure, and presentable.
 - Schedule and coordinate appointments, meetings, and events, including registration and travel arrangements as necessary.
 - Dealing with incoming emails, faxes, and post, corresponding on behalf of the SG when required.
 - Transcribe drafts, proofread, and revise correspondence, memos, agendas, minutes, resolutions and policies.
 - Assist in finalizing documents such as press releases and monthly reports and other communications which require input from the SG.
 - Devising and maintaining office systems, including data management, filing, etc.
 - Coordinating with the Logistics Officer in arranging travel and accommodation, for SG and Governing Board members for both local and international travels
 - Liaising with the government, other organizations, and partners where it is necessary.
 - Support in compiling and dissemination of minutes of meetings the Secretary General attends or as required.
 - Proper documentation and record keeping of the Governing Board meetings including preparation of minutes and other relevant documents and providing necessary administrative support to the members of the board as necessary.

2. Provide administrative support for HR:

- Assist HR with new recruitment and induction process.
- Monitor and maintain relevant records for annual leave and all kinds of leave / holidays approved for staff.
- Ensure movement of staff i.e., Leaves, absence etc. is properly recorded.
- Ensure all probation review and performance appraisals are complete to date.
- Ensure all contracts or extension letters are prepared and shared with staff.
- Monitor and maintain staff attendance daily/monthly.
- Maintain all staff files.
- Provide any other support as required.

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

O'Level / A'Level

Experience

- Minimum 1 year experience in a similar role or work environment is preferred.

Skills/knowledge

- Be capable of working independently in collaborative team environment.
- 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 and the internet.
- Able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **Full-Time, until year-end 2023 with possible extension**

Monthly Salary: **MVR 7,500 – 11,300** (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

Deadline: The deadline for application is 2 PM on 01st June 2023.

Only short-listed candidates will be contacted for interviews.