

Society for Health Education

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10-88/4

E-mail: shemaldives@she.org.mv

Ref: SHE/ADM/25/16-AD

BE A PART OF SHE!

Society for Health Education (SHE) is looking for a suitable candidate for the following post.

PROGRAMME OFFICER

Qualification: Diploma or Bachelor's Degree in Health / Social Science / Communication / Business Administration / Business Management / Psychology / Project Management or Accounting and Finance

Requirements:

- Should be a Maldivian.
- Working knowledge of MS Office and Corel Draw.
- Strong time management and organizational skills
- Solid understanding of project management principles
- Strong written and oral communication skills
- Exceptional interpersonal, organizational and communication skills
- Willing and able to multi-task
- Able to understand basic financial statement and work plans
- Focused and target oriented
- Able to work as part of a team
- Able to travel on occasions when required
- 2 – 3 years of work experience in a project would be an added advantage

Key Responsibilities and Accountabilities:

- Coordination of activities with assigned agencies and specific programmes/projects
- Assist in operational monitoring and coordination of programme/project related events

Supporting administrative operations and logistic tasks of programmatic activities

Assisting in planning, developing, editing, producing, and disseminating project reports and other project information and communications

Assist in identifying funding opportunities and prepare proposals, concept notes, and necessary programme documents

Coordinate efforts to ensure the timely delivery of programmes/project activities and reports

Assist in development and delivery of programme reports and budget, half yearly report and annual report of evaluation

Ensure documentation of all M&E related activities of the projects are up to date.

Undertake other applicable tasks assigned by the Director

Working Hours: 0800 HRS to 1430 HRS

Working Days: Sunday to Thursday (except weekend and all public holidays)

Benefits include: Health Insurance, Employee Loans for Staff, Other beneficial leaves.

Total Salary Range: **MRF 6,970.00-11,120.00** (will be determined based on qualification and experience)

Interested candidates are requested to submit their CV, attested copies of relevant educational certificates, ID card copy, police certificate, job reference letters and covering letter addressed as:

Iyasha Leena
Chief Executive Officer
Society for Health Education
M.Kulunuvehi, 1st Floor, Buruzu Magu

You can either submit hardcopy to the reception or email to: hr@she.org.mv (please keep the subject heading name as "Application for Programme Officer" when emailing.)

DEADLINE FOR SUBMISSION IS 05TH MAY BEFORE 14:00 HRS

***Only Shortlisted Candidates will be contacted**

For more information please contact:

☎ 3029771/ 7989037

✉ hr@she.org.mv

SHE is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our Commitment to the safety and protection of children, young people and vulnerable adults in our programmes. SHE is committed to equal opportunities, cultural diversity and encourages women, young people and people with disabilities to apply.