



Job Description: Divisional Officer

Job Purpose

The Divisional Officer is a key position within the Fiji Red Cross Society's Divisional office, tasked with supporting the Divisional Manager in executing the division's strategic priorities and ensuring the successful implementation of programs at the divisional level. This role is essential in providing targeted communities with the necessary support and resources to enhance their resilience to climate-related challenges and maintaining the Society's capacity as a first responder in disaster scenarios.

By ensuring the seamless execution of these responsibilities, the Divisional Officer helps uphold the Society's commitment to saving lives and supporting communities during crises.

This role reports directly to the Divisional Manager.

Facilitating community self-assessment, preparation, and response activities to ensure ongoing readiness and competence.

Job Responsibilities

Support Divisional Leadership:

- Assist the Divisional Manager in executing divisional priorities and managing relationships with government officials and other stakeholders.
- Provide support in the management of branches within the division.

Branch Engagement

- Work closely with branch executives and volunteers to facilitate branch engagement and participation in project activities.
- Foster strong relationships with branch members to ensure their needs and perspectives are integrated into project planning and implementation.

Program Planning and Execution:

- Collaborate closely with the Divisional Manager and the Program team, other divisional officers and relevant stakeholders to coordinate activities and ensure synergy in project implementation.
- Assist in planning and executing program activities in alignment with the Society's Strategic Plan, ensuring they are carried out timely and accurately.
- Ensure the efficient and effective management of project funds.
- Develop and implement skills and best practices to continually enhance program performance.
- Compile lessons learned and best practices to improve future planning, programming, and implementation.

Communication and Coordination:

- Maintain clear communication channels between the Society, volunteers, and stakeholders to address and resolve challenges promptly.
- Provide administrative support for meetings with branches and volunteers.



Reporting and Documentation:

- Prepare progress reports on project activities, achievements and challenges.
- Ensure accurate and timely submission of project documentation and reports.
- Conduct program reviews and prepare comprehensive reports for the Divisional Manager to be submitted to Management.
- Prepare internal and external reports for donors, including expenditure plans and situation reports (SitReps).
- Articulate and write effectively for compiling proposals, reports, briefs, and other documentation.

Training and Events Management:

- Assist in organizing training sessions, workshops, and events by sourcing materials, preparing venues, managing bookings, and coordinating schedules for volunteers.
- Contribute to the development of information, educational, and promotional materials.

Financial Management:

- Prepare financial proposals, manage acquittals, and ensure timely submission.
- Assist in budget planning for programs and fundraising events.

Other Duties:

- Support other delegated duties at the divisional or national level as required.
- Adhere to FRCS's principles and values.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Job Requirements

Essential

- Comprehensive work experience of 3 years and above in the related field.
- Strong ethics, with an ability to manage confidential data.
- Strong verbal and written communications skills in English and other languages.
- Ability to write reports and collaborate effectively as a team player.
- Strong analytical, organizational, and interpersonal skills.

Key Attributes:

- Demonstrated sensitivity to cultural differences and gender issues.
- Commitment to equal opportunities and diversity.
- Commitment to safeguarding FRCS's policies for all individuals who interact with the Society.

These requirements and attributes are essential to ensure effective performance and adherence to organizational values in the role of Divisional Officer.

Applicable to All Staff:

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.



Position Requirements:

Education	Required	Preferred
Secondary Level Pass	X	
A Diploma in Business Administration, Office Management, Environmental Health, or relevant discipline.		X
Experience	Required	Preferred
At least 3 years' experience in humanitarian or developmental work. Alternatively, at least 5 years work experience in admin, disaster, humanitarian or developmental work.	X	
Good understanding of the international humanitarian environment.	X	
Experience of working for the Red Cross Red Crescent.		X
Knowledge and Skills	Required	Preferred
In-depth knowledge of programme deliverables	X	
Demonstrated understanding of gender and diversity	X	
Experience dealing with sensitive topics and an appreciation for how these issues are dealt with in different cultural contexts.	X	
Experience in managing programmes/projects	X	
Training/facilitation skills	X	
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Strong communications and networking skills	X	