

## Vacancy Announcement

<b>Job title:</b>	Patient Transport Driver (Part-time) x 2
<b>Unit/dept/delegation:</b>	Male' City Unit, Male'
<b>Reports to:</b>	Manager – Male' City Office
<b>Key Responsibility:</b>	Patient Transport Service.

## Background

The Maldivian Red Crescent 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, 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.

The Maldivian Red Crescent 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 – 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 Patient Transport Driver is responsible for the Day-to-Day Transportation of Patients from Bed to bed and ensure that MRC vehicles are clean and always maintained. The Driver is also responsible for any Emergency trips that may occur and is well prepared.

## Key tasks and responsibilities

### Vehicle driving and maintenance

- Drive MRC vehicle to provide services, mainly but not limited to patient transport services and report to immediate supervisor (Patient Transport Officer).
- A driving license of B1 category is required and B2 category should be attained.
- Ensure that the assigned vehicle is clean and road worthy.
- Check vehicle condition/requirement and fill the Logbook properly and report necessary repairs and maintenance issues
- Ensure proper maintenance and serving of the assigning vehicle is taken place on day-to-day and report on supervisors on time.
- At all times while driving or parking comply with local traffic regulations and MRC regulations.
- Inspect all assigned vehicle/s for any defects and safe operating conditions at the end of every day.
- Log all trips as per the log sheets
- Change Soil linen on stretcher.

### Administrative duties of Male' City Unit Office, FA Service and Patient Transport Service

- Support the Patient Transport Officer to implement day to day tasks of Patient Transport Services and implement the Patient transport guideline.
- Manage and operate Patient Transport hotline if the Patient Transport officer is not available.
- Support Male' City Office FA service under the guidance of First Aid Trainer.

### 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 Qualification or equivalent.

#### Experience

- Priority will be given to individuals who have completed First Aid Training of Trainers of MRC.
- Ability to work effectively as part of a team.
- Experience in facilitating trainings and sessions.
- Experience in project management and coordination
- Experience in humanitarian and/ or development work
- Experience in the area of health, wellbeing and social cohesion preferred.

#### Skills/knowledge

##### Required

- Able to work on a shift basis
- **Holds a B1 and B2 driving license**
- Basic computer skills
- Knowledge of driving regulations and rules
- Ability to work in a team

##### Preferred

- Driving experience
- Experience in working with volunteers

#### Competencies

- Interpersonal relations
- Results focus dedicated and high standards of accountability.
- Organised and attention to detail.
- Teamwork
- Good communications skills and able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.
- Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.

### Contract and Salary

Contract Type: Part – Time, 3 months

Monthly Salary: **MVR 5,000**

### 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](mailto:info@redcrescent.org.mv)

**Deadline: The deadline for application is 11<sup>th</sup> September 2022 14:00Hrs**

**Only short-listed candidates will be contacted for interviews.**