

Vacancy Announcement

Job title:	Fleet Officer
Unit/dept/delegation:	Male' City Unit, Male'
Reports to:	Manager – Male' City Office
Key Responsibility:	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 Branches and Units spanned all over Maldives. To date it has established 10 Branches and 20 Units. 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 Vehicles of the Maldivian Red Crescent plays a key role in providing the non-emergency ambulance services needed by the community of greater Male' area.

This includes:

1. Bed-to-Bed Patient Transfer Service: ensuring excess to health facilities on a timely manner for patients with limited mobility.
2. Dead Body Management: Transport of dead bodies.
3. Community First Aid Service: Providing first aid for community events.
4. Emergency Response Service: Supporting national emergency response operations.

The Fleet Officer will support the Male' City Office Manager in developing and delivering the above services.

Key tasks and responsibilities

Management of MRC Vehicle Service of Male' City Office

- Maintain service database; timely record keeping of all service requests received and attended.
- Ensure proper operations by following the Standard Operating Procedures (SoP) of the service and assist in developing standards when necessary to improve the quality and efficiency of the service.
- Continually assess and monitor the service, in order to support evidence-based improvement and expansion of the service.
- Coordinate with Programme Officer and First Aid Trainer, to ensure services are delivered in a reliable and professional manner.

- Supervise the drivers and volunteers – make duty rosters, maintain attendance records, log volunteer hours and other human resource functions.
- Produce and present daily, monthly, and quarterly reports to Male' City Office Manager.
- Maintain financial records and produce financial reports on a timely manner.
- Manage volunteer roster, develop a volunteer development plan, and ensure volunteers have the necessary supplies to deliver the service. Ensure volunteers conform to the MRC standards and code of conduct.
- Proactively supervise the overall vehicle service - assess potential hazards/ risks and report to Manager.
- Support the Manager to develop the services and sustainability of the Vehicle Service.

Management and Maintenance of Vehicles

- Manage the use of the vehicles according to MRC SOP's and vehicle usage policy.
- Ensure regular maintenance of vehicle and record keeping.
- Ensuring vehicle's legal documents are in place according to the national regulations.

Support Functions of Male' City Office

- Support day-to-day works and MRC programmatic and operational activities as needed.
- Arrangement of transport of official visitors and staff as needed.
- Assist in depositing and withdrawing cash from the bank accounts of Maldivian Red Crescent.
- Always prepare to work long hours.

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

- 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
- 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: Full Time

Monthly Salary: **MVR 11,500 – MVR 15,500** (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 11th August 2022 14:00Hrs

Only short-listed candidates will be contacted for interviews.