

Ref: MRC-AD/MIS/2023/019

Vacancy Announcement

Job title:	Patient Transport Assistant
Unit/dept/delegation:	Maldivian Red Crescent, Male City Office
Reports to:	Manager – Male City Office
Key Responsibility:	The Patient Transport Assistant is required to support, facilitate, and coordinate Patient Transport Services.

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 vehicles of the Maldivian Red Crescent play 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 Transport Service: ensuring excess to health facilities on a timely manner for patients with limited mobility.
2. Dignified Movement of the Deceased: Providing transportation services of the deceased.
3. Community First Aid Service: Providing First Aid for community events.
4. Emergency Response Service: Supporting emergency response operations.

Patient Transport Assistant will support Male City Office in delivering the above services.

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 (Fleet Officer).

- A driving license of B1 category is required and B2 category should be attained.
- Ensure that the assigned vehicles are clean and road worthy.
- Check vehicle condition/requirement and fill the logbook properly and report necessary repairs and maintenance issues to supervisor.
- 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 and report to supervisor.
- Log all trips as per the log sheets.
- Ensure all volunteer timesheets are filled after every trip.
- Ensure part-time drivers are occupied in the Patient Transport Service and monitor there driving.

Administrative duties of Male' City Office, First Aid Service and Patient Transport Service

- Collect documents, quotations, letters, and payments.
- Work with the Fleet officer to implement day to day tasks of Patient Transport Services, Dignified Movement of the Deceased Services and implement the Patient Transport guideline.
- Operate Patient Transport hotline in the absence of Fleet Officer.
- Support First Aid services under the guidance of Fleet Officer and First Aid Trainer and attend to all First Aid request which requires vehicle support.

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 (Preferred)

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

- Holds a B1 and B2 driving license.
- Able to work on long hours and to be available in any Emergencies



- Basic computer skills
- Knowledge of driving regulations and rules
- Ability to work in a team.

Contract and Salary

Contract Type: **Fixed term (1 Year)**

Monthly Salary: **MVR 10,000.00**

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 31st January 2023, Thursday, 14:00hrs

Only short-listed candidates will be contacted for interviews.