

MRC-AD/MIS/2023/112

## Vacancy Announcement

<b>Job title:</b>	Patient Transport Driver
<b>Unit/dept/delegation:</b>	Male' Unit, Male'
<b>Reports to:</b>	Manager – Male' City Office
<b>Key Responsibility:</b>	Day-to-day transportation of patients, ensuring safe transportation

### 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 the movement of the Dignified Transportation of the deceased and ensure that MRC vehicles are clean and always maintained. The driver is also responsible for any emergency trips that may occur and should be well prepared.

### Key tasks and responsibilities

1. Vehicle driving and maintenance.
  - Drive MRC vehicles to provide all vehicle related services of Male' City Office.
  - Ensure that the assigned vehicle is clean after every trip.
  - Check vehicle condition/requirement and fill the trip entry properly and report necessary repairs and maintenance issues.
  - Ensuring all vehicle wear and tear and maintenance issues are reported to the supervisor on a timely basis.
  - Always comply with local traffic regulations and MRC regulations while driving or parking.
  - Inspect all assigned vehicle/s for any defects and safe operating conditions at the end of every trip.
  - Ensure to enter all trips as per mechanisms in place.
  - Change soil linen on stretcher.
2. Administrative duties of Male' City Office, FA Service and Patient Transport Service
  - Support the Patient Transport Assistant to implement day to day tasks of patient transport services and implement the patient transport guideline.
  - Support Male' City Office's first aid services under the guidance of the 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

Secondary Education

### Experience

- Priority will be given to individuals who have completed Basic First Aid Training or Ergonomics Training from 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 and Competencies

Required:

- Able to work for long hours.
- Driving experience
- Holds a B1 and B2 driving license.
- Basic computer skills
- Knowledge of driving regulations and rules
- Ability to work in a team

Preferred:

- Has worked as a volunteer in Maldivian Red Crescent
- 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: 3 months (with possible extension)

Monthly Salary: **MVR 9,700**

## 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 **2 PM on 25<sup>th</sup> April 2023**. Only short-listed candidates will be contacted for interviews.