

MRC-AD/IUL/2019/065

## Job description

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Ambulance Service Officer**

Required: **01**

Contract type: **Full Time**

Salary: **MVR 10,000 – 12,300** (Depending on qualification and experience)

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### 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, 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 is the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units spanning 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.

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### Purpose

The Ambulance Service 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 Ambulance Service Officer will support the Branch Manager in developing and delivering the above services.

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### Key tasks and responsibilities

1. Management of Ambulance Service of Male' Branch
  - 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 Patient Transfer Assistants and volunteers to ensure services are delivered in a reliable and professional manner
- Supervise the Ambulance Service Assistants, Patient Transfer Assistants 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' Branch Manager and Branch Board.
- 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 ambulance service - assess potential hazards/ risks and report to Branch manager.
- Support the Branch Manager to develop the services and sustainability of the Ambulance Service

## 2. 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.

## 3. Support functions of Male' Branch;

- Support Day-to-day running of the Male' branch and MRC programmatic and operational activities as needed
- Distribution and collection of mails and other documents
- Arrangement of transport of official visitors and staff as needed.
- Assist in depositing and withdrawing cash from the bank accounts of Maldivian Red Crescent.

### **Duties applicable to all staff**

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1. Actively work towards the achievement of the Maldivian Red Crescent's goals.
2. Abide by and work in accordance with the Red Cross/Red Crescent principles.
3. Perform any other work related duties and responsibilities that may be assigned by the line manager.

## Person specification

Education/Qualifications	Required	Preferred
Secondary Education (O' level)	x	
Hold Driving Licence (B1)	x	
Hold Driving Licence (B2)		x

### Experience

Driving and vehicle maintenance experience - specially of ambulances and vans		x
Familiarity with greater Male' houses and roads		x
Experience in volunteer management		x

### Skills/knowledge

Knowledge of Road Traffic rules and regulations	x	
Knowledge of basic first aid or related field		x
Basic computer skills (MS office package)	x	

### Competencies

Possess the attitude to make patient care the primary concern
Integrity and high standard of personal conduct
Taking initiative and self-management
Good interpersonal, team management, leadership and motivational skills
Flexibility and adaptability
Results focused and accountable

### Contract and Salary

Contract Type: Yearly contract basis.

Monthly Salary: MVR 10,000 - MVR12,300

### Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card

Applications must be emailed with job title in subject to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv) addressed to Secretary General, Aishath Noora Mohamed

**Deadline: The deadline for application is 14 :00 PM on 07 August 2019. Only short-listed candidates will be contacted for interviews.**