

Ref No.: MRC-AD/IUL/2019/096

Vacancy Announcement

Job title:	Patient Transport Assistant
Unit/dept/delegation:	Maldivian Red Crescent Headquarters, Hulhumale'
Reports to:	Male Branch Manager
Key Responsibility:	Facilitating Patient Transport Service for Male Branch

Background

The Maldivian Red Crescent (MRC) 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 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 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.

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 primary responsibility of the Patient Transport Assistant is to support the Patient Transport Officer to ensure that the Male' Branch vehicles are operational and routine services are delivered.

Key tasks and responsibilities

- Attending to Ambulance Service requests as the driver.
- Keep records of the ambulance service, maintain logs of services.
- Complete the compulsory training related to work and do the refreshers on a timely manner, to ensure smooth delivery of services.
- Maintain confidentiality and serve everyone with dignity and respect during the service
- Work with Volunteers in smooth operations of the service.
- Ensure vehicles are cleaned and proper hygienic conditions is ensured during service.
- Do daily inspection check of vehicles at the beginning and end of the work shift.
- Support Ambulance Service Officer in the maintenance of vehicles.
- Provide service during emergencies and civil unrest, when necessary.
- Comply with the traffic regulation, and necessary safety standards while driving, at all times.
- Inspect all assigned vehicle/s for any defects and safe operating conditions at the end of every work shift and report issues on a timely manner

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/Red Crescent principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Qualifications

Academic Qualification

O 'level qualification or equivalent.

Experience

Prior experience in driving and maintenance experience.
Familiarity with greater Male' House and Roads.

Skills/Knowledge

- Knowledge of Road Traffic Rules and Regulations.
- Knowledge of Basic First Aid or Related field.

Other Competencies

- Integrity and high standard of personal conduct.
- Initiative and self-Management.
- Good interpersonal and motivational skills.
- Flexibility and adaptability.
- Results focused and accountable.

Contract and Salary

Contract Type: Yearly contract basis.

Monthly Salary: MVR 8,000 – 10,050

Application

Applications must contain:

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

Applications must be emailed with job title in subject to: info@redcrescent.org.mv addressed to Secretary General, Aishath Noora

Deadline: The deadline for application is 14:00 PM on 12th October 2019. Only short-listed candidates will be contacted for interviews.