

## Terms of Reference

<b>Job title:</b>	Patient Transport Assistant
<b>Unit/dept/delegation:</b>	Male' Branch
<b>Reports to:</b>	Male' branch Manager
<b>Responsible For:</b>	Driving the MRC vehicle, ensuring safe transportation and performing admin related work

### 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

MRC is currently seeking a Patient Transport Assistant to support the Fleet Management. Under the direct supervision of the Male' Branch (with the technical support from the Logistics team in HQ), he/she will be responsible for driving the MRC vehicle and ensuring safe transportation of the MRC Staff, Volunteers during Emergencies and Field related operations. He/she will also be responsible for carrying out admin related work of the branch.

The Patient Transport Assistant will provide logistics and administrative support to the Male' Branch and when required to the Head Quarters of Maldivian Red Crescent. The primary responsibility of the Patient Transport Assistant is to ensure that the vehicle fleet of MRC are operational and routine services are delivered.

### Key tasks and responsibilities

- Attending to any Ambulance Service and transport requests as the driver
- Keep records of the vehicle service, maintain records of all services attended.
- Maintain confidentiality and serve everyone with dignity and respect during the service
- Ensure vehicles are cleaned prior to service and proper hygienic conditions is ensured during service
- Do daily inspection check of vehicles at the beginning and end of the work shift and inspect the vehicle before using the vehicle for any service.
- Comply with the traffic regulation, and necessary safety standards while driving, at all times.
- Provide service during all emergencies and civil unrest, as necessary.
- Provide support in all activities that requires vehicle usage
- 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

- Provide both logistical and administrative support to the Headquarter and Male Branch as required. (eg: Delivery of documents/goods as necessary)
- Provide assistance in attending to field work in Greater Male' area as required. Perform any other work-related duties and responsibilities assigned by the Branch Manager.
- Adhere to the Code of Conduct of MRC
- Adhere to the Standard Operational Procedures (SOPs) of operations
- Implement/maintain MRC standard practices for vehicle.

### Education/Qualification

#### O'Level qualification

B1 and B2 Driving license for at least 2 years.

### Experience

- Minimum 2 years of working experience in a similar position.
- Good driving and maintenance experience in areas of Greater Male' Area (Male and Hulhumale') and knowledge of the Greater Male' Area locations
- Excellent driving skills including 4X4 handling skills.
- Work experience with MRC is preferred.

### Skills and Competencies

- Good mental and physical health.
- Able to work independently and as part of the team.
- Exceptional level of patience and able to work long hours.
- Good interpersonal and communication skills.
- Basic mechanical skills.
- Ability to maintain accurate log records.
- Good time keeping.
- Ability to travel for multi-day missions in Emergencies with overnight stays (on average 2-3 days per week)
- Able to build rapport with diverse groups in the community
- Organized and reliable
- Integrity and high standard of personal conduct
- Good Teamwork
- Results focused and high standards of accountability
- Good written and spoken Dhivehi & English

### Contract and Salary

Contract Type: Yearly contract basis

Monthly Salary: MVR 7,000 – MVR 10,000

## Application

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Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy of Driving License
- 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 14:00 PM on 11<sup>th</sup> March 2021.**