

Ref No: MRC-AD/IUL/2016/019

Vacancy Announcement for Maldivian Red Crescent

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

Post: **Patient Transport Assistant**

Required: **01**

Contract type: **Fixed term and full time**

Salary: **MVR 5000 - 6000** (depending on qualification and experience)

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 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

The Patient Transport Assistant is to play a key role in setting up the patient transport service of MRC by setting up system in the place to cater to the demands of the end users. The patient transport service is a project which MRC carries out to provide moving and lifting to patients from and to hospital.

Reporting to the Head of Operations, Patient Transport Assistant will:

- Drive Vehicle to transport sick, injured or convalescent persons and/or maintain pool of volunteer drivers for the service.
- (A driving license of B1 category is required and B2 category should be attained within first 03 months)
- Moving and lifting of patients and/or managing volunteers for moving and lifting.
- Take sick or injured person to hospital or convalescent to destination using knowledge and skill in driving to avoid sudden motion detriment to patients.
- Change Soil linen on stretcher.
- Administer First Aid as needed
- Reports facts concerning accident or emergency to hospital and MRC's responsible person as per set mechanisms.
- At all time while driving or parking comply with local traffic regulations.
- Inspect vehicle/s check gas, oil and water before departure.

- Inspect all assigned vehicle/s for any defects and safe operating conditions at the end of every day.
- Reply to all telephone calls for Patient Transport Vehicle and provide the service as schedule.
- Collect Patient Transport Service Fees from the client/s.
- Handover the cash collected to finance with cash collection sheet by the end of every day.
- Maintain the Daily Patient Transport Service Vehicle Call Log and provide the copy to Line Manager and Finance Daily on a weekly and monthly basis (as per set template).
- Check the conditions of the assigned vehicle/s, recommend and do the necessary repairs and maintenance.
- Assist Line Manager in planning towards sustainability and promotion of the Patient Transport Service.
- Ensure that the overall activities meet the requirements of quality management and environmental policies and legal requirements.
- Involvement at times of emergencies/crises as instructed by Line Manager.

Interested candidates can email to info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Secretary General of MRC, 4th Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 12:00 PM on 29 May 2016. Only short listed candidates will be contacted and should be available for interviews in **June 2016**.