

Job Description

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

Post: **Ambulance Service Assistant**

Required: **01**

Contract type: **Full Time**

Salary: **MVR 6600 - 8100** (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 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 access 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 Ambulance Service Assistant is to support the Ambulance Service Officer to ensure that the Male' Branch vehicles are operational and routine services are delivered.

Key responsibilities and tasks

- 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

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.

Person specification

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

Experience

Driving and maintenance experience		x
Familiarity with greater Male' houses and roads		x

Skills/knowledge

Knowledge of Road Traffic rules and regulations	x	
Knowledge of basic first aid or related field	x	

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 6,600 – MVR 8,100

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 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.