

## Terms of Reference

<b>Job title:</b>	Fleet Assistant
<b>Unit/dept/delegation:</b>	Male' City Unit, Male'
<b>Reports to:</b>	Manager – Male' City Office
<b>Key Responsibility:</b>	Ensuring day to day responsibilities of Fleet Operations 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 Units spanned 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 Fleet Assistant is responsible to support in the overall fleet operations of the Male' City Office including Day-to-Day Transportation of Patients from bed to bed, Dignified Transportation of the Deceased and ensure that MRC vehicles are clean and always maintained. The Assistant is also responsible for any Emergency trips that may occur and is well prepared.

## Key tasks and responsibilities

### Assisting in Vehicles in all Fleet Operations

- Ensure to provide MRC vehicle related services, mainly but not limited to patient transport services and report to immediate supervisor (Fleet Officer).
- Assist the driver to ensure that the assigned vehicle is clean and road worthy.
- Assist the driver in checking vehicle condition, equipment and fill the logbook properly and report necessary repairs and maintenance issues.
- Provide support to the driver in ensuring all volunteer timesheets are filled.
- Provide support to the driver in ensuring proper maintenance and servicing of the vehicles and equipment is taken place on day-to-day and report to supervisors on time.
- Assist the driver in Inspecting all assigned vehicles for any defects and safe operating conditions at the end of every day and report issues on a timely manner.
- Assist driver to log all trips as per the log sheets.
- Change Soil linen on stretcher.

### Administrative duties of Male' City Unit Office, FA Service and Patient Transport Service

- Support the Driver and Fleet Officer in the implementation of day-to-day tasks of Fleet Operations and implement all guidelines.
- Manage and operate Patient Transport hotline if the Driver is not available.
- Support Male' City Office First Aid services under the guidance of Programs Officer.

### 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 and Red Crescent 7 Fundamental Principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

### Qualifications, Skills and Competencies

#### Academic Qualification

O' Level Qualification or equivalent.

#### Experience

- Priority will be given to individuals who have completed First Aid Trainings of MRC.
- Priority will be given to those who have a B1 and B2 license.
- Experience in moving and lifting patients is preferred.
- Good knowledge of the Greater Male' Area locations.
- Experience working with volunteers / humanitarian work.
- Experience in the area of health, wellbeing and social cohesion preferred.

#### Skills/knowledge/Competencies

- B1 and B2 driving license is preferred.
- Knowledge of driving regulations and rules
- Knowledge/experience in First Aid provision
- Results focus and dedicate with ability to work effectively as part of a team.
- Organised and attention to detail.
- Good communications skills and able to build rapport with diverse groups in the community.
- Basic computer skills and excellent written and spoken Dhivehi & English.
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.

### Contract and Salary

Contract Type: 1 year (with possible extension)

Monthly Salary: **MVR 10,710 /-**

### Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card
- Copy / photo of Driver's License
- Copies of certificates

Applications must be emailed with job title in subject to: [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv)

**Deadline: The deadline for application is 18<sup>th</sup> May 2024, 14:00 hrs.**

**Only short-listed candidates will be contacted for interviews.**