

MRC-AD/MIS/2024/487

Terms of Reference

Job title:	Driver
Unit/dept/delegation:	Male' City Unit, Male'
Reports to:	Manager – Central Regional Office
Key Responsibility:	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 Driver is responsible for the 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 Driver is also responsible for any Emergency trips that may occur and is well prepared.

Key tasks and responsibilities

Vehicle driving and maintenance

- Drive MRC vehicle to provide services, mainly but not limited to patient transport services and report to immediate supervisor (Patient Transport Officer).
- A driving license of B1 category is required and B2 category should be attained.
- Ensure that the assigned vehicle is clean and road worthy.
- Check vehicle condition/requirement and fill the Logbook properly and report necessary repairs and maintenance issues.
- Ensure all volunteer timesheets are filled.
- Ensure proper maintenance and servicing of the assigned vehicle is taken place on day-to-day basis and report to supervisors on time.
- At all times while driving or parking comply with local traffic regulations and MRC regulations
- Inspect all assigned vehicles for any defects and safe operating conditions at the end of every day and report issues in a timely manner.
- Log all trips as per the log sheets.
- Change Soil linen on stretcher.

Administrative duties of Central Regional Office

- Support the 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 if the Fleet Officer is not available.
- Support Central Regional 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.
B1 and B2 Category Driving License

Experience

- Priority will be given to individuals who have completed First Aid Trainings of MRC.
- Experience in moving and lifting patients is preferred.
- Experience in driving operations in areas of Greater Male' Area (Male and Hulhumale') and knowledge of the Greater Male' Area locations.
- Experience in vehicle management and maintenance.
- Experience working with volunteers / humanitarian work.
- Experience in the area of health, wellbeing and social cohesion preferred.

Skills/knowledge/Competencies

- 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.
- Organized 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 12,080 /-**

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

Deadline: The deadline for application is 11th January 2024, 14:00 hrs.

Only short-listed candidates will be contacted for interviews.