

MRC-AD/MIS/2025/146

Terms of Reference

Job title:	Fleet Assistant
Unit/dept/delegation:	Central Regional Office
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 Fleet Assistant is responsible to assist vehicle driver 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 Fleet Assistant is also responsible in assisting the driver 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.
- Ensure that the assigned vehicle is clean and road worthy.
- Ensure proper maintenance and servicing of the vehicles and equipment is taken place on day-to-day and report to supervisors on time.
- Inspect all assigned vehicles for any defects and safe operating conditions at the end of every day and report issues on a timely manner.
- Change soiled linen on stretcher.

Administrative duties of Central Regional Office, First Aid Service and Patient Transport Service

- Support First Aid Services carried out by the Central Regional Office under the guidance of the Fleet Officer
- Log all trips as per the log sheets.
- Check vehicle condition and equipment and fill the Logbook properly and report necessary repairs and maintenance issues.

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.
- Ability to work effectively as part of a team.
- Good knowledge of the Greater Male' Area locations.
- Experience in humanitarian and/ or development work.
- Experience in the areas of health, wellbeing and social cohesion preferred.

Skills/knowledge:

Required

- Basic computer skills
- Knowledge of driving regulations and rules
- Ability to work in a team
- Good interpersonal and communication skills

Preferred

- Holds a B1 and B2 driving license
- Experience in working with volunteers
- Experience in moving and lifting patients
- Experience & knowledge in First Aid

Competencies

- Interpersonal relations
- Results focused, dedicated and a high standard of accountability
- Organised and attention to detail
- Teamwork and coordination
- Good communications skills and able to build rapport with diverse groups in the community
- 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: Part-Time

Monthly Salary: MVR 5000 /-

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 **19th July 2025**.

Only short-listed candidates will be contacted for interviews.