



JOB OPENING

AIRCRAFT TOWING OPERATOR REF: AFD/AMB/19-03-2021

1. IDENTIFICATION

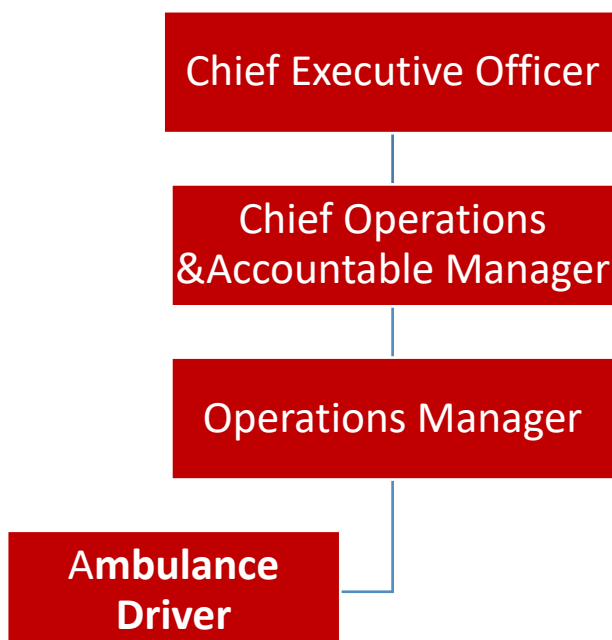
Job title	Ambulance Driver
Reporting to	Operations Manager
Function	B
Function	Operations
Physical Location	Inside Wilson Airport, Nairobi

2. MAIN PURPOSE OF JOB

The job holder is responsible for carefully driving the ambulance and assisting medical crew in transporting patients.

Observing road safety and responsible for ambulance maintenance.

3. REPORTING RELATIONSHIPS



4. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTEND OF DISCRETION
Ground Ambulance response	<ul style="list-style-type: none"> • Obtaining information from the Operations Emergency Control Center OECC on patients' arrival and ensuring the correct Estimated Time of Arrival/Departure (ETA/ETD) • Ensuring the ambulance is ready and is positioned at the designated place to receive patients • Loading the patient in the ambulance, carefully driving to/from the hospital where the nurse or the doctor hands over/receives the patient • Ensuring that the trip is executed smoothly, thus no over-speeding, carefully driving to avoid sudden motions that are detrimental to patients • Ensuring all equipment required for the trips/mission are loaded as per instructions • Ensuring information/resources provided are used to deliver the required results • Assisting medical team to load and offload patients from ground ambulance 	Full discretion and in compliance with SOPs
Vehicles Maintenance	<ul style="list-style-type: none"> • Cleaning the ambulances and other vehicles regularly and ensuring that they are ready for emergency response/missions respectively • By use of a checklist, the vehicles to be maintained in good working condition • Ensuring the vehicle are serviced and maintained in good mechanical order as well as observing the service schedules • Timely reporting of all mechanical anomalies and/resolving to ensure efficient operations • Maintaining accurate and up to date records of the vehicle logbooks • Operating company vehicles for transportation of authorized personnel or cargo as per company policy • Ensure to record mileage per trip as required 	In conjunction with head driver

<p>Road Safety</p>	<ul style="list-style-type: none"> • Ensuring the safety of passengers at all times • Ensuring the safety of the vehicle and the contents are safeguarded all times • Ensuring all vehicles comply with the law; have valid inspection certificates, AA membership and valid insurance • Adhering to traffic rules at all times • Application of defensive driving to avoid incidences • Reporting any incidents/accidents on time as per company policy and as per road traffic guidelines 	<p>Full discretion</p>
<p>Performing Administrative Activities</p>	<ul style="list-style-type: none"> • Ensuring that all documentation regarding a trip is done and all authorizations obtained in advance of the trip/mission • Delivering and or collecting cheques/invoices/other related communications/documentation as required and ensuring the delivery book is signed for all deliveries • Providing transport to staff for official work as required • Responsible for oxygen cylinder refilling and • Performing day-to-day administrative tasks such as maintaining office files • Perform any other work-related duties as assigned 	<p>Full discretion</p>

5. MINIMUM QUALIFICATIONS

5.1 Education

- KCSE or equivalent
 - Valid driver's license, must have a BCE
 - Certificate and knowledge in Basic First Aid
 - Current certificate of good conduct
- Added advantage:**
- Certificate in BLS (Basic Life Support)
 - Training in advance and defensive driving

- Vehicle care maintenance certificate
- Diploma in a related field of study

5.2 Preferred Experience and Knowledge

- 4 year's working experience as an ambulance driver with good track record
- General understanding of vehicle care maintenance
- Good understanding of the local laws applicable to driving emergency vehicles

5.3 Skills and competencies

- Good command of English language, both oral and written
- Deliver good customer service to clients
- Ability to be organized, proactive and provide solutions where applicable.
- Ability to plan and manage time
- Ability to work in a team as well as independently
- Ability to accurately follow instructions and be flexible
- Ability to apply sound judgement in situations

6 ENVIRONMENTAL CONDITIONS

Based at AMREF Flying Doctors Hangar, Wilson airport. AMREF Flying Doctors has a 24-hour work environment.

How to apply:

If you have the passion to contribute to the leading Aero-medical and Health solutions provider, submit application to Vacancies@flydoc.org by **3rd April 2021**. Attach cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV and relevant documents in PDF.

Please visit AMREF Flying Doctors website at <https://flydoc.org/career-opportunities/> to view job details and requirements

AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.

Feedback will be given to shortlisted candidates only.

AMREF FLYING DOCTORS DOES NOT REQUIRE APPLICANTS TO PAY ANY FEE AT WHATEVER STAGE OF THE RECRUITMENT AND SELECTION PROCESS.