
MINUJUSTH JOB OPENING

Job Title & Level:	Ambulance Driver (IC2)
Department/Office:	Medical Service Unit
Location:	Port-au-Prince
Posting Period:	From 5 June to 11 June 2018
Job Opening Number:	MINUJUSTH-CIC-018-2018

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to minujsth-ic-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

Organizational Setting and Reporting Relationships:

This position is in the Medical Service Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

1. RESPONSIBILITIES

Within limits of delegated authority, the Ambulance Driver (IC-2) typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post. at this level may be responsible for the following duties:

- Ascertain that the designated ambulance is kept ready always, by fueling it on time and checking oil levels and tire pressure.
- Clean and sanitize assigned ambulance from the inside after each haul, by following set sanitation procedures of the facility.
- Make sure that all consumable items such as medication and oxygen, along with emergency management equipment is available and ready to use.
- Take orders from the dispatcher to rush to scenes of emergencies and map out appropriate routes on either conventional maps, or the GPS.
- Carefully but urgently drive the ambulance to the destination, changing routes when necessary.
- Assist EMTs in setting up emergency equipment such as oxygen tanks and defibrillators

- Aid with medical procedures such as First Aid and CPR as instructed by the EMT.
- Assist in carrying victims of accidents or unwell people to the awaiting ambulance and gently but securely strap them in
- Drive the ambulance to the designated hospital or facility while keeping the dispatcher aware of the ambulance's whereabouts.
- Assist in disembarking patients from the ambulance and rushing them to emergency rooms.
- Create and maintain a log of all hauls within a day and submit them for review daily.
- First-hand experience in performing both regular and preventative maintenance on assigned ambulances to ensure proper working order.
- Documented success in effectively placing systems to ensure that medical equipment (onboard the ambulance) is in proper working order.
- Highly experienced in charting out short and safe routes on both conventional maps and the GPS.
- Able to drive ambulances to scenes of emergency by employing urgency, while maintaining within the limitations of the state.
- Effectively able to aid emergency response teams to expedite medical procedures administration.
- Skilled in carefully transporting / carrying patients to the ambulance by keeping a special lookout for any medical issues.
- Competent in reporting facts concerning accidents and emergencies to hospital personnel and law enforcement agencies.
- Qualified to perform cleaning and sanitation duties inside the ambulance to ensure that it is disease free.
- Proficient in performing medical assistance work including bandaging, splinting and administering oxygen.
- Deeply familiar with maintaining awareness of patients' social and environmental conditions and reporting unstable conditions or circumstances to the dispatcher or hospital.

2. **COMPETENCIES**

Professionalism. - Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; Show persistence when faced with difficult problems and challenges; remains calm in stressful situation.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions;

monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

3. **EDUCATION**

High School diploma or equivalent. Driver training with a valid driver's license is desirable.

4. **WORK EXPERIENCE**

A minimum of two (2) years of progressively responsible experience in provision of driver services. Experience as a driver with a safe driving record. Experience in driving a variety of makes and models of vehicles, light passenger vehicles, sedans, heavy and light 4x4 sports utility vehicles (SUV's), ambulances and pick-up trucks, cargo, passenger van.

5. **LANGUAGE**

Fluency in spoken and written English, French and Creole. Knowledge of another official UN language is an advantage.

6. **Special Note:** The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.