



VACANCY ANNOUNCEMENT # 08-17

INTERNAL & EXTERNAL

POSITION TITLE : DRIVER PACS (3) POSITIONS
DEPARTMENT : OPERATIONS
REPORTS TO : WAREHOUSE, FLEET AND ADMIN MANAGER
SUPERVISES : NONE
OPENING DATE : SEPTEMBER 11, 2017
CLOSING DATE : SEPTEMBER 18, 2017
DUTY STATION : BONG, LOFA & NIMBA COUNTIES
START DATE : TBD

Population Services International (PSI) is the world's leading non-profit social marketing organization, operating in 67 developing countries. PSI creates demand for essential health products and services by using private sector marketing techniques and innovative communications campaigns. On the supply side, PSI works with the commercial sector to increase the availability of these products and services at prices that are affordable to low-income populations. With a bottom-line orientation that is rare among non-profits, PSI markets products and services for family planning, maternal and child health, and the prevention of AIDS, malaria and other diseases. For more information, please visit: www.psi.org.

PSI/Liberia, in partnership with International Rescue Committee (IRC) and Global Communities, has won the Partnership for Advancing Community-Based Services award. PSI's role in this project is to support the Ministry of Health's ability to promote healthy behaviors and to ensure communities in Liberia have access to WASH products and services to improve their health.

SUMMARY OF POSITION

To ensure safe transportation of staff and other personnel, maintain vehicles and carry out other logistical activities for PSI/Liberia.

DUTIES & RESPONSIBILITIES:

Transport

- Transport staff and other personnel to and from various destinations, including on trips which may last for several days.
- Comply with all applicable Liberian laws at all times when operating vehicles.
- Maintain a log book for all tasks for all trips, fueling and maintenance.
- Ensure vehicles are in sound mechanical condition ready for program activities, conducting daily checks and maintenance.
- Maintain the vehicles in a clean condition at all times.
- Ensure vehicles have all essential accessories such as umbrella, map, fire extinguisher, toolkit, torch, medical kit etc.
- Conduct regular vehicle checks to ensure service schedules are adhered to.

- Ensuring that vehicles are safe and secure at all times.
- Plan routes and estimate requirements for field trips, preparing funding requests as appropriate.
- Fulfill other duties such as picking up and delivering items and running errands.
- Test drive office vehicles to be able to guide external service providers on what to do on vehicles; also to verify work done by external service providers upon return of the vehicle from the garage.

LOGISTICAL SUPPORT

- In collaboration with other key staff support Operations department with handling of office and house hold equipment

QUALIFICATIONS:

- Must be a High School Graduate
- A valid and clean driver's license
- At least 3 – 5 years driving skill for class B (up to 7 passengers).
- Working knowledge of the rules and regulations involved in the safe and efficient operation of vehicles.
- Knowledge of basic automotive maintenance procedures
- Ability to understand and follow oral and written instructions.
- Well organized and able to develop an operational schedule.
- A good team worker, hardworking, dedicated, committed and friendly.
- Good standard of written and spoken English
- Experience in the operation of large four-wheel drive vehicles
- Experience working with international NGOs.

PSI/Liberia is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability.

APPLY by e-mailing a resume, cover letter, names and contact numbers and e-mail address (if available of not less than (3) professional references and all relevant documentation(s) to jobs@psiliberia.org