



---

<b>POSITION TITLE:</b>	<b>DRIVER</b> <b>UNJP/LIR/020/UNJ</b>	<b>GRADE:</b>	
<b>LOCATION:</b>	<b>FAO REPRESENTATION IN LIBERIA</b>	<b>DURATION:</b>	<b>THREE (3) Months</b>
<b>ORGANIZATIONAL UNIT:</b>		<b>TYPE OF CONTRACT</b>	<b>NPP Contract</b>

---

### **DUTIES AND RESPONSIBILITIES**

Under the overall supervision and responsibility of the FAO Representative in Liberia, and the general guidance and supervision of the Assistant FAO Representative for Administration, the Driver will be required to directly carry-out the following duties:

1. Demonstrate commitment to FAO's mission, vision and values;
2. Demonstrate excellent knowledge of protocol and diplomatic issues;
3. Ensure provision of reliable and secure driving services by driving high ranking FAO officials;
4. Ensure cost-savings through proper of vehicle, accurate maintenance of daily vehicle logs, provision of inputs for preparation of vehicle maintenance plans and reports;
5. Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements of major repairs, timely changes of oil, check of tires, brakes, car washing etc.
6. Ensure availability of all the required documents/ supplies including vehicle insurance, vehicle logs, office directory, map of the city/ country, first aid kit, and necessary spare parts;
7. Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents or emergencies;
8. Demonstrate excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
9. Demonstrate excellent knowledge of security issues and be able to advise supervisors accordingly;
10. Consistently approaches work with energy and a positive, constructive attitude;
11. Ability to work long hours and under pressure;
12. Responds positively to critical feedback and differing points of views, design, etc;

## **QUALIFICATIONS, SKILLS AND COMPETENCE**

- At least secondary education,
- Valid driver's license
- Two (2) years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair,
- Knowledge of English language

**Duration of assignment:** Three (3) months

**Location:** Fish Town, Harper and Greenville

### **How to apply**

Interested candidates are advised to send their CVs, cover letter, and copies of educational certificates in a sealed envelope clearly mentioning the position applied for on the top left corner of the envelope, no later than Friday, 24 March 2017, at 12:00 noon to the following address:

The Representative  
Food and Agriculture Organization of the United Nations  
3<sup>rd</sup> & 4<sup>th</sup> Floors, St. Claire Building  
Corner of Merchlin & UN Drive, Sekou Toure Avenue

Monrovia, Liberia

OR

Email: [Beckie.Moore@fao.org](mailto:Beckie.Moore@fao.org)

**Only shortlisted candidates will be contacted. *FAO is an equal opportunity employer; qualified females are encouraged to apply.***