

Position Title : Driver
Directly Reporting : Logistics Officer & County Based-Pre-Service Education Institutions Administrator(s)
Start Date : As soon as possible
Location : Grand Gedeh (1), Lofa (1), Bong (1) & Montserrado (3)
No. of positions : Six (6)
Posted : May 11, 2017

Position Summary:

The Driver is a member of the Finance, Administration and Operations (FAO) Department of Jhpiego Liberia Office. Under the Supervision of the Logistics Officer, Drivers will be responsible to support Jhpiego staff and visitors in transporting persons and materials to project sites, including loading and unloading of vehicles. Drive vehicles in a safe manner in accordance with the local laws and policies, following traffic rules and regulations strictly and MUST be based in one of the Pre-Service Education Institution counties, as there will be no relocation allowances paid to successful candidates.

The driver will be assigned at each of the pre-service education institution in the above 3 named counties and will work under the close supervision of the Administration of the institution and will report daily to the Administrator with overall supervision from the MCSP Logistics Officer. The driver will have to obtain approval for every movement and informs the Administration of daily/weekly tasks/assignment away from the institution. Ensure that a copy of the vehicle log and the maintenance records are always shared with the Administrator & the MCSP Logistics Officer at the end of each month to facilitate plans for using the vehicle for Clinical Supervision.

DUTIES AND RESPONSIBILITIES:

1. Driving

- Understand the basic operations and maintenance requirements of vehicles
- Ensure the safety and comfort of all passengers at all times
- Treat passengers with respect and courteously regardless of gender, age, religion or nationality
- Always keep supervisor or designate informed of status and if driving at night or if driving into areas considered potentially unsafe
- Never use vehicle for personal use
- Deliver and pick up material and documents at offices following the instructions accurately
- Assist passengers with schedule, route and direction information
- Perform other related duties as directed by supervisor and respond to calls by Jhpiego Management for weekend duty.

2. Documentation:

- Maintain accurate records including vehicle logs, fuel, oil change, maintenance record and others as required
- Follow the safety and security guidelines
- Notify supervisor of any safety or maintenance concerns.

3. Safety & Security

- Make sure safety belts are properly fastened
- Do not permit unauthorized adults or children to travel in Jhpiego vehicles
- Comply with all applicable safety requirements, laws and regulations

4. Team Work

- Perform duties within the context of team objectives
- Perform any other job assigned by the supervisor or management
- Build and maintain positive working relationships with co-workers, and other employees

ACCOUNTABILITY

- Assigned Jhpiego vehicle
- Fuel card (Tom Card) as required

KNOWLEDGE AND EXPERIENCE:

- Valid drivers' license and extensive driving experience required
- Clean driving record and criminal record
- Good spoken English
- Thorough technical knowledge of Toyota Land Cruiser, Ford Ranger and Nissan vehicles
- High School Diploma

SUCCESS FACTORS:

- Conscientious with an excellent sense of judgment
- Strong organizational skills
- Ability to work simultaneously on multiple tasks
- Willingness and ability to work effectively with a wide variety of people
- Ability to work as part of a team and coordinate with project personnel

HOW TO APPLY:

Interested applicants should send their electronic applications & CVs to:

liberiahumanresources@gmail.com including exact county of interest with three professional referees, email addresses and telephone numbers, indicating "COUNTY & DRIVER" in the subject line of your email. Deadline is, **3:00p.m., Friday, May 19, 2017**. Only short-listed candidates will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encouraged to apply. Failure to follow the instructions of applying, your application would be denied. For further information about Jhpiego, visit our website at www.jhpiego.org.