

Date: March 14, 2017
Reference: Vacancy for the position of Driver
Project: SHINE (Sustainable High Impact Infrastructure for Education and Agriculture)
Funded by: USAID (Solicitation No. SOL-669-16-000005)

Driver

1. Background and General Job Description

JLN-B360 Joint Venture is the contractor selected by USAID to implement the Sustainable High Impact Infrastructure for Agriculture and Education (SHINE) in Liberia. The project covers the rehabilitation and new construction of vertical structures in the Agriculture and Education sector in Lofa, Nimba, Margibi, and Grand Bassa Counties. The company is in search of qualified Drivers to transport staff and materials to and from various project sites. Some sites are located outside Monrovia and can only be accessed by traveling through challenging road terrain. Most construction material samples will require special handling during transportation. Drivers must prevent contamination and ensure safe delivery of samples at various testing sites.

2. Job functions

Driving

- Drive vehicle and transport staff and materials to different parts of Liberia as needed
- Ensure the safety and prevent the contamination of construction material samples
- Ensure punctuality and safety of guest and staff
- Observe all national driving regulations of the Republic of Liberia
- Maintain regular and efficient communication with staff, guest, contractors and beneficiaries
- **NEVER** Operate any vehicle while under the influence of alcohol or any substance

Car Security and Maintenance

- Ensure that vehicles are kept clean, tidy and in good working condition at all times
- Ensure the implementation of vehicle regular maintenance and daily checks (Check Oil, Water, Battery, Brakes, and Tires).
- Ensure that repairs are properly completed by designated staff member
- Check and verify that vehicle insurance and registration are current
- Wash vehicles as needed and Keep vehicles clean at all times
- Ensure the safety and security of vehicles and all carryon including safety equipments attached to the vehicle

- Ensure that dress code is semi formal and accepted in accordance with JLN-B360 Dress Code Policy.
- Any related responsibility that may be deemed necessary by administrative staff

Car Logbook Maintenance

- Log in all official trips, daily mileage, gas consumption, oil changes, regular repairs and maintenance, etc...

3. Qualifications and required skills

1. Applicant must hold an official Liberian Government issued Driver License
2. Some High School Education and 5 years experience driving in Liberia.
3. Knowledge of driving in Monrovia, Lofa, Nimba, Grand Bassa and other interior parts of Liberia
4. Knowledge about the different counties and ability to speak Liberian traditional languages a plus.
5. Ability to read and interpret car odometer and record mileage in the Mileage Log
6. Flexibility and willingness to travel out of Monrovia to Sanniquellie, Voinjama, Buchanan and Margibi

4. How to apply

Interested candidates can send resumes and cover letters (Include “Driver” in subject line) to:
Joseph Morris Kalapele, MS. Eng. Tech. Civil/Construction
Quality Control Engineer,
JLN-B360
Front Street, Rear of (CWA)
Monrovia, Liberia
231 0776011193
jkalapele@jlnb360.com

Deadline for applications is April 14, 2017 by mid-night GMT.