

## **Position Description**

**JOB TITLE:** Project Driver

**Number of Drivers:** 2 Persons

**REPORTS TO:** Admin/Finance Manager

**Duty Station:** Zwedru City, Grand Gedeh County, Liberia

**Deadline for Application:** March 31, 2017

### **BACKGROUND:**

The AHT GROUP AG has been contracted by the Forestry Development Authority (FDA) to execute a project for the "Conservation of biodiversity in the Tai-Grebo-Sapo forest complex" in Ivory Coast and Liberia. The project is financed by the German Federal Ministry for Economic Cooperation and Development through (BMZ) through KfW. The specific objective of the project in Liberia is to "improve the framework condition for the conservation of protected areas in the Grebo-Sapo complex in Liberia and for the protection of biodiversity by 2020".

For its operations AHT is desirous to employ two (2) qualified and capable project drivers to operate the vehicles that are being required for the project. The key responsibilities and qualifications for the position are outlined below.

### **KEY RESPONSIBILITIES:**

- Drive the project vehicles in a responsible, safe and fuel efficient manner;
- Safeguard the vehicles and the passengers and goods it may carry to the maximum extent possible;
- Ensure vehicles are always in good running order by checking tires, oils, fuel, water level, lights, gauges, grease, etc., on a daily basis
- Carry out minor services on vehicles, including tire maintenance, tightening loose parts and the like as needed
- To be at a assigned location in a timely manner as instructed
- Remind line manager about any required vehicle servicing, renewal of insurance, driving license, changing of tires, washing of vehicle, and ensure that preventive maintenance is done in a timely fashion.
- Ensure the cleanliness (inside and outside) of the assigned vehicle
- Carry out errands as may be instructed.
- Fill out vehicle use and fuel log books on a daily basis (making sure it's been recorded correctly)
- Provide a monthly report on the use and status of the vehicle to line manager
- Perform any other duties as may be assigned

### **REQUIRED SKILLS & EXPERIENCE:**

- ✓ At least 8 years' experience driving land cruisers especially with International NGOs
- ✓ Proven compliance with vehicle operation policies of international organizations
- ✓ Must be a Liberian citizen and have in possession a valid Liberian Driver's License
- ✓ Training and skills in defensive driving, high and low range vehicle operation and vehicle recovery will be a distinct advantage.
- ✓ Training and skills in vehicle maintenance and repair will also be a distinct advantage
- ✓ Must be literate and know how to read and write English well
- ✓ Knowledge of one or more local languages spoken in the three counties involved in the project (Grand Gedeh, Sinoe and River Gee) will be an advantage
- ✓ Willing and able to live in the south eastern part of Liberia and operate in difficult terrain
- ✓ Proven professional approach and attitude towards work.
- ✓ The successful candidate must be reliable, a team player with some mechanical aptitude and good interpersonal and customer service skills.

Please send us your CV, cover letter, color photo copy of driver license, certificates and references. Electronically to [AHTProcurement1@gmail.com](mailto:AHTProcurement1@gmail.com) by **March 31, 2017** with the subject line "**Project Driver**". Hard copies will not be accepted and submissions that do not comply with the requirements as indicated in this paragraph (documents to be submitted, submission deadline and subject matter of the email) will not be considered.

**Note:** Only short listed candidates will be contacted and all test and interviews will be conducted either in Grand Gedeh or Monrovia