

Term of Reference Driver

Position: Driver (4)

Location: Bong, Nimba and Lofa, counties (primary) Grand Gedeh, River Gee and Gbarpolu (secondary counties)

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting 4 County-based Drivers for the provision of logistical support and assistance at the county and district levels in communities targeted by the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP).

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

The Driver will be responsible for ensuring the smooth operations of programme activities by providing reliable and courteous service to LICSIP staff by delivering people and equipment on instructions. The driver will adhere to all Solidaridad's policies and procedures when using project vehicles and equipment.

Main Tasks

The main tasks of a Driver will be:

- Perform prescribed pre-start checkups on vehicles, taking cognizance of safety requirements and report defaults according to Solidaridad procedures
- Maintain cleanliness and storage of Project vehicles according to procedures, reporting and arranging for repairs as instructed by immediate supervisor.
- Operate the assigned vehicle according to procedure and policy regulations in a safe and courteous manner
- Deliver and collect goods, passengers and messages according to instruction from the Supervisor from delivery and collection points

- Maintain accurate, up-to-date records on vehicle mileage logs, vehicle maintenance logs, fuel purchases, incident and accident reports, vehicle condition reports and other records as requested by Solidaridad.
- Other tasks as requested by supervisor.

These four (4) positions will be based in project counties and entail regular travel to the districts and less frequently to the Monrovia office.

Qualifications

- Minimum high school education
- Must possess a valid driver's license.
- A certificate from a recognized institution with extensive driving / messenger experience is a plus
- A thorough knowledge and familiarity with Liberia traffic, road patterns and streets will be an added advantage
- Ability to work independently and take initiative.
- Driving experience with international organization is a strong plus

Reporting

- The Driver will report to the Line Manager

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Driver**" in the subject line. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.