



For a world without hunger

Job Vacancy Heavy Duty Driver

Job Title:	Heavy Duty Driver
Organization profile	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Infrastructure, Health System Strengthening and WASH.</p>
Duration	Up to June 30, 2022, with a possibility of extension depending on performance
Location:	Zwedru, Grand Gedeh County with frequent travels to field locations in River Gee, Grand Kru and Sinoe Counties as well as Monrovia, Montserrado County
Objective of the Position:	<p>The aims of the position are to ensure the smooth functioning, maintenance, and repair of the vehicle.</p> <p>Duties with own area of responsibility: Clean vehicles (inside/outside) on a regular basis (Re) fuel vehicles Check oil, water, brakes, and clutch fluids on a daily basis; tyre pressures, battery water, and overall vehicle condition on a monthly basis or after 5,000km whichever comes earlier; test lights, brakes, bodywork for dents, etc. Report suspected mechanical problems, if possible before actual problems arise Immediately report any involvement of the project/office vehicle in any, even minor accidents, or any damage or theft of equipment from the vehicle Keep the vehicle's document (logbook) up to date Keep vehicles and car tools in a good technical condition and make small repairs Timely report necessary repairs or other need for maintenance</p>
Responsible to:	Administrative-Head of Project, Technical-Logistics Officer (Fleet)
Responsible for:	Heavy Duty Co-Driver
Duties and Responsibilities:	<p>CORE TASKS:</p> <p>VEHICLE OPERATION</p> <ul style="list-style-type: none">Ensuring the security of passengers and goods in the truck, driving carefully, observing speed limits and traffic rules in the country as well as Welthungerhilfe security rules, in order to avoid car accidents.

- Ensuring correct loading and unloading of the truck, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring the goods have the necessary documents.
- Ensure that all vehicle documents and the driver's license are valid and in the vehicle.
- Safely and efficiently handle and unload goods at selected destinations
- Assist in mapping delivery routes
- Stay on a predetermined route and ensure timely deliveries
- Communicate with WHH log team as needed
- Conduct inventory if you should hand over assigned vehicle to another driver.
- Submit and receive vehicle Logbook at the end of every month.

MAINTENANCE and REPAIR

- Checking daily, the technical conditions of the assigned truck (state of the tyres oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the Welthungerhilfe Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect condition.
- Carrying out a hand over if another driver uses the vehicle.
- Perform inspections of your truck prior to and after each trip
- Check weather conditions and road reports before departure
- Always ensure your vehicle is kept clean
- Maintain and service vehicle as needed (refuel, change oil, tire pressure, repairs, etc.)
mentioned in the Job card/VSR are resolve satisfactorily.

EQUIPMENT & FUEL

- Ensure that any fuel intake is clearly recorded, the fuel receipt is immediately given to the fleet officer for proper filing.
- Track all movement, fuel and spare parts received for assigned vehicle.
- All staff working at WHH are representatives of the organization and are therefore required to conduct her/himself in a respectful and professional manner in accordance with the WHH Code of Conduct.

Others:

- Perform other tasks as required by line manager

	<ul style="list-style-type: none"> • A high degree of flexibility on the part of all staff is expected in order to respond to the ever-involving situation. • This job description may change based on the situation in the field during the time of the contract.
Education	High School Diploma Computer Knowledge A university degree, vocational training, vocational school, on-the-job training, or relevant professional experience
Professional Experience	Minimum of 3-5 years' experience in a similar position with a reputable INGO, UN agency or the private sector with specific experience in construction of varied structures (health care infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc).
Language Skills	Excellent spoken and written English
Personal Skills	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office, especially: Word and Excel • Good working knowledge of modern communication systems • Able to take and follow instructions. • Attention to detail. • Able to take initiative and proactive. • Professionalism, integrity, and commitment to project demands Able to work under pressure and in difficult terrain and environments.
Application Process	Please send application package; <u>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</u> , and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de Subject Line: Application for the position of 2132- Heavy Duty Driver Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office
Closing Date	January 24, 2022