



Job Vacancy : Mechanic Driver

Job Title:	Mechanic Driver
Organization profile and background:	<p>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>
Location:	Monrovia, with frequent travels to project locations in southeast Liberia
Objective of the Position:	The aims of the position is to support the operations of Welthungerhilfe, improve the quality and efficiency of maintenance and repairs of assigned vehicles, ensure the proper functionality of fleet equipment and undertake driving responsibilities within project focus areas and as assigned by the supervisor.
Responsible to:	Administrative & Technical
Responsible for:	None
Duties and Responsibilities:	<p>Core Tasks Responsibilities: Maintenance & Repairs;The Mechanic Driver will work with WHH-Liberia fleet team in the following areas and will;</p> <ol style="list-style-type: none"> 1. Carry out routine maintenance and repairs of vehicles where applicable; 2. Examine vehicles to determine the extent of malfunction or damage; filling up WHH vehicle service request (VSR/SR) to state the problem on assigned vehicle and request the necessary parts in consultation with senior Driver and or fleet focus point. 3. Undertake routine checks on a daily and weekly basic; report any malfunction to respective supervisor 4. Ensure that you are familiar with safety procedures relating to vehicles and travel, and that all such procedures and guidelines are followed 5. Ensure the each vehicle will have the next service tags is displaced on dashboard <p>Driving Responsibilities:</p> <ol style="list-style-type: none"> 1. Perform all regular driving duties for Welthungerhilfe Liberia in assigned operational areas as and is require by project demand; observing WHH established speed limits as well as safety rules; 2. Ensure cleaningness of assigned vehicle; keeping it neat and comfortable at all time 3. Ensure complete vehicle kit are on board assigned vehicle; first aid, fire extinguishers, dusters and recovery tools; plus copies of Registration & insurance certificates 4. Accurately record all journeys made; on the log sheets or enter data into the new fleet management system (fleetwave); yet ensuring that all traffic regulations and speed limits are observed 5. Make sure all passengers riding in WHH vehicles are always wearing seat belts before starting any trip 6. Track all fuel taken and make sure they are clearly enter/recorded in the fuel voucher, vehicle logbook or fleet management system and immediately report all receipts (total or direct purchase) to the senior driver, fleet focus point, logistics officer in charge and or fleet manager for proper filing;

Education	High School Certificate, vocational training, vocational school, on-the-job training, or relevant professional experience
Professional Experience	<ol style="list-style-type: none"> 1. Mechanic Certification from renom technical institution) + 5 years relevant experience working with similar fleet equipment Technician (MVT) + at least 2 years relevant experience. 2. Professional driver’s license for at least 2 years, preferably experience with a 4 wheel drive. 3. To be able to undertake general servicing of vehicles and diagnose faults, preferably on 4. Ability to conduct minor repairs on vehicles 5. Ability to write reports (basic) 6. Ability to communicate clearly in English 7. Experience working in the South-East of Liberia is an advantage
Language Skills	Excellent spoken and written English
Personal Skills	<ol style="list-style-type: none"> 1. Good understanding of fleet management concepts. 2. Good understanding of standard fleet safety procedures 3. Excellent driving experience (4x4, difficult roads, etc.) and vehicle rescue techniques. 4. Ability to communicate effectively in written and spoken English. 5. Capable of writing reports 6. Ability to train others. 7. Ability to troubleshoot vehicles.
How to Apply	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages CURRICULUM VITAE (CV), and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2506- Mechanic Driver</p> <p>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</p>
Closing Date	May 30, 2025