



## Job Vacancy

### Mechanic Driver (Recruitment is in Zwedru, Grand Gedeh Co.)

<b>Organization profile</b>	<p>Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/Inclusive Food Systems and Nutrition Security, Health System Strengthening and WASH</p>
<b>Duration</b>	6 months with possibility of extension depending on performance and budget availability
<b>Location:</b>	Zwedru, Grand Gedeh County with frequent travels to field locations in River Gee, Grand Kru and Sinoe Counties as well as Monrovia, Montserrado County
<b>Objective of the Position:</b>	The aims of the position are to support operations of the project focus on improving the quality and efficiency of maintenance and repairs of vehicles assigned in his/her range at the sites where they are assigned. Ensure proper functionality of fleet equipment and undertake driving responsibilities within project focus areas and as assigned by supervisor.
<b>Responsible to:</b>	Administrative-Logistics Manager, Technical-Fleet Officer
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Carry out routine maintenance and repairs of vehicles where applicable.</li> <li>2. Examines 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.</li> <li>3. Undertake routine checks on a daily and weekly basic; report any malfunction to respective supervisor</li> <li>4. Ensure that you are familiar with safety procedures relating to vehicles and travel, and that all such procedures and guidelines are followed</li> <li>5. Ensure quality services and repairs on all WHH fleet equipment within areas of assignment, advising other colleagues on the safe use of fleet equipment</li> </ol>
<b>Education</b>	A university degree, vocational training, vocational school, on-the-job training, or relevant professional experience
<b>Professional Experience</b>	5 years of professional experience
<b>Language Skills</b>	Excellent spoken and written English
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Flexible and able to work in very difficult terrain and environment.</li> <li>• Proven ability to work in a team.</li> <li>• Ability to communicate clearly and instructively.</li> <li>• Professionalism, integrity, and commitment to project demands</li> <li>• Able to work under pressure and in difficult terrain and environments.</li> </ul>
<b>Application Process</b>	<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: <a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a></p> <p>Subject Line: Application for the position of <b>2415- Mechanic Driver</b></p> <p>Welthungerhilfe is an equal opportunities employer, therefore <b>qualified females</b> are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
<b>Date</b>	<b>September 26, 2024</b>

