



Ministry of Agriculture

Program Management Unit

LIBSUCO Compound, LPRC Road

Gardnerville, Republic of Liberia

P. O. BOX 10 – 9010

TERMS OF REFERENCE FOR RECRUITMENTS UNDER THE BUILDING CLIMATE RESILIENCE PROJECT(BCRP)

Post Title: Drivers (2 Positions)

Reports to: Finance and Administrative Assistant, IFAD-PIU Projects
Programme Management Unit (PMU),
Ministry of Agriculture

Primary Location: Bong County

Start Date: January 3, 2022

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Under the direct supervision of the Finance & Administrative Assistant, the Driver will:

- Follow the PIU drivers' code of conduct;
- Ensure the office vehicle is clean and in good working condition at all times;
- Responsible for the day-to-day maintenance of the vehicle (i.e. routine control of oil levels, battery, breaks, tires, etc.);
- Make arrangements and follows up on minor repairs, regular maintenance checks and technical visits undertaken by the approved PIU garage;
- Ensure availability of all required documents and supplies, including vehicle insurance, first aid kit, fire extinguisher, office directory, city/country maps and necessary spare parts;
- Provide reliable and safe driving services to the office staff and visitors, including airport pick-up and drop-off as instructed;
- Run errands for the office, including the delivery and collection of mail, documents, parcels, equipment or other items as required;
- Fill out the vehicle log book for each trip undertaken with the office vehicle;
- Ensure that all actions required by the rules and regulations are taken in case of involvement in an accident;
- Undertake any other activities as assigned by the PIU management.

Qualification and experience:

- Completed secondary education.
- At least 4 years of driving experience with a clean driving record.
- Holds a valid driver's license.
- Experience with off-road driving.
- Experience with the UN system or international organization will be considered an advantage.

Applications:

All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email:

Kindly indicate in the email subject, the Title of the position you are applying for.

Recruitment Team

IFAD Projects PIU

Programme Management Unit Ministry of Agriculture Email: recruit@moa.gov.lr

Deadline for submission of Applications: December 15, 2021 at 5PM GMT

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY

Only pre-selected consultants will be contacted.