



MINISTRY OF AGRICULTURE
Republic of Liberia
Gardnersville, Somalia drive
Monrovia, Liberia



Rural Economic Transformation Project (RETRAP)
LOAN #: P175263

TERMS OF REFERENCE FOR DRIVERS (6 PERSONS)

Post Title: Drivers

Location of Post: Program Management Unit, Ministry of Agriculture, Monrovia, Montserrado and at project offices in participating counties.

Recruitment: National

Contract Duration: 2 years 'contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager Through Administrative Assistant

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years.

Scope of Services

The drivers will provide support services to the project under the direct supervision of the PIU Administrative Assistant. They will transport the project staff to and from the place where official business will be transacted; They will see to it that the vehicles under their responsibility are in safe premises at all times.

Major Duties and Responsibilities

Carries out driving duties as instructed by the Administrative Assistant or the person designated as substitute. No Program vehicle will be driven unless authorized by the supervising personnel. Unauthorized persons should never be taken into a STAR-P/RETRAP vehicle.

Checks weekly vehicle schedule for the office (missions, transport needs), prepares necessary plans / arrangements and reports on changes. Meet official personnel at the airport and make the arrangements for the accommodation services

Maintains the relevant forms (Vehicle Log and Vehicle Fuel Forms) assigned to each of the PIU vehicles and to submit them to the Administrative Assistant at the end of each month.

Carries mobile phone at all times, switched on and charged; hand free shall be used at all times during driving.

Ensures that the vehicle(s) allocated are checked on a daily basis (Monday to Friday) concerning fuel, water, oil and other fluids, tire pressure and any damage/ repair requirements (which are to be reported to Administration for action).

Suggests and reports on appropriate services or repairs.

Ensures that all equipment and accessories are in good order.

Ensures that allocated vehicles are kept clean and the interiors tidy.

The driver is responsible for all loading and unloading of goods into the vehicle and ensures their security and condition while in the vehicle.

The drivers are warned to use the proper lane and avoid the use of misuse of lane during driving, while it is true that the vehicles are insured, the driver is responsible for proper driving conduct in compliance to the Motor vehicle and Traffic Laws of Liberia.

Reports any accident or driving incident, even minor, to the Administrative Assistant as quickly as possible and completes necessary reports.

Obeys all road traffic regulations, including the wearing of seat belts. The driver must ensure that he is in possession of a driving license when on driving duties. The payment of over speeding tickets, misuse of lane, reckless driving and other road traffic offence fines are the driver's responsibility. The driver should note that when he is personally responsible for an accident, a sanction could be imposed.

Assists the STAR-P/RETRAP Office with clerical/administrative duties as required; however, driving duties or tasks take priority.

Carries out any delivery or collection duties as may be necessary (letters, cheques, visas, Purchase Orders, Contracts, etc.)

The driver should make sure that fulfilment of his tasks is carried out with full care preserving the confidentiality of all matters related to STAR-P/RETRAP operations and adhere to the World Bank Fraud and Correction Policy.

Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of STAR-P/RETRAP's work and optimize the functioning of the office, such as replacing absent colleagues, carrying out administrative tasks, etc.

Follow the PIU drivers' code of conduct as contained in the Project Implementation Manual;

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; Run errands for the office, including the delivery and collection of mail, documents, parcels, equipment or other items as required;

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

Qualifications and skills:

High School Graduate

Recent Driver license;

Police Clearance

Knowledge of English is desired;

Excellent communication skills, including inter-personal;

Working Hours: Working hours and days: 5 days a week for 40 hours per week.

Selection Method: Individual Consultancy Selection (ICS) method

Deadline for submission of Applications is March 14, 2022 at 5:00pm local time.

Send all expression of Interest to Email: recruit@moa.gov.lr with a copy to Email: retrapbids@moa.gov.lr

Please Insert into the subject line, the title of the position you are applying for.

