

JOB ADVERT

Driver (x1)

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

I. Summary of position

Action Against Hunger is looking for a highly motivated individual to join our team as a Driver. You will play a crucial role in supporting our mission and values by ensuring safe and efficient transportation for our staff and resources. Your excellent interpersonal skills will help you interact effectively with the team.

II. Some key job responsibilities

Mission 1: Transport people and goods in good safety conditions

- Transport Action Against Hunger employees and/or goods in compliance with national traffic regulations, according to the schedules and directives of the superior;
- Ensure that each passenger is transported with respect for his or her person, and therefore in accordance with the code of conduct and Action Against Hunger policies (Gender, Safeguarding, etc.), and alert his or her supervisor in case of non-compliance by a passenger.
- Properly record all movement concerning departure, arrival, and return time from the field. Staff on board should sign the movement log sheets.

Mission 2: Ensure the maintenance of the vehicle

- Carried out minor technical repairs;
- Inform the logistics department of important repairs or maintenance to be done on the assigned vehicle.
- Keep vehicle clean to prevent rust on bolts etc..
- Maintain radio communications of HF or VHF Radio if available in the car.
- Record in the logbook intake of fuel, location of fueling with present mileage on the dashboard
- Check the condition of the vehicle and its equipment on board (cutlass, axe, shovel, jack with accessories), keep them in good condition and report any irregularity immediately

Mission 3: Prepare departures on the field

- Provide support to the purchaser or the storekeeper in loading and offloading the vehicle.
- Sign the dispatcher delivery notes for items on board to be countersigned with the receiver in the field.



- Inspect and prepare the vehicle the day before departure to be ready on time.
- Prepare additional equipment to be taken along as required (fuel card, stickers, tools, medical kit).

Mission 4: Reporting

- Frequently update the manager before vehicle departure on the field, in the field, and final destination.
- Report any unusual happening in the field for immediate actions
- Provide support to logistics in collecting data for monthly fuel consumption report
- Report renewal of all administrative documents for the vehicle

Mission 5: Gender and Safeguarding

- Take action to address gender needs during the course of work

IV. Qualifications & Experience

- At least High school graduate, technical diploma in driving is preferred
- Must have basic mechanical knowledge
- Certifications in defensive driving or similar courses can be advantageous.
- At least 2-3 years of professional driving experience, preferably within the NGO sector.
- Experience driving different types of vehicles, including 4x4s, vans, manual and standard gears
- Must possess a valid and clean driving license appropriate for an A6 vehicle type
- Familiarity with the local geography and routes to ensure efficient transportation.
- Proven ability to drive in various terrains and weather conditions.
- Experience in supporting logistics and transportation needs for an organization.
- Experience working in diverse and multicultural settings.

V. Required Competencies And Skills

- Demonstrated ability to drive safely and responsibly
- Ability to manage time effectively to ensure timely transportation and deliveries.
- Good verbal communication skills to interact with team members and stakeholders.
- Keen attention to detail for vehicle maintenance and adherence to safety protocols.
- Ability to handle unexpected situations and make quick decisions on the road.

VI. Remuneration package

Anticipated starting date: March 1, 2025

Contract length: 12 months renewable based on funding and performance

Location: Monrovia with frequent travels to other Action Against Hunger intervention areas

Basic Salary: \$539

Transportation allowance: \$135

Education Allowance: \$90

Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

Action Against Hunger is seeking a dedicated **Driver** to join our team and support our logistics department in achieving programs implementations. If you're ready to contribute to our mission and make a difference, we want to hear from you. Please send your CV and motivation letter to: recruitment@lr-actionagainsthunger.org with "**Driver 005**" no later than 14th February 2025, 5:00 PM

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.



Action Against Hunger is committed to protecting all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Action Against Hunger is an equal-opportunity Employer. Qualified women are particularly encouraged to apply.