



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position:

1. Driver – 02 positions, based in Monrovia.

Please find below the full position description for this position.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercycorps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located on Tubman Boulevard, Oldest Congo Town, Sophie, and Opposite SOS Clinic. Monrovia. Label the left corner of the envelope with the title of the position for which you are applying.

Last date for the submission of CV is January 21, 2019 by 05:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained. The interview process will be ongoing upon receiving of applications.

Females’ candidates are strongly encouraged to apply!

DRIVER

Position Description

Location Monrovia, Liberia

Position Status Full-time

Salary Level (Level 1)

Current Team Member NO

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

Mercy Corps has been present in Liberia since 2002, focusing its interventions on Governance, Youth Livelihoods, Economic Growth and Development. With funding from the EU, SIDA and USDA, Mercy Corps has been able to work together with communities in Liberia to respond to their various needs bringing benefits to more than 40,000 beneficiaries through the provision of employment and entrepreneurship opportunities and access to energy.

The Supporting Effective Advocacy in Liberia (SEAL) will ensure that Liberian Civil Society Organizations (CSOs) contribute to inclusive wealth creation for a more equal and transparent society in support of Liberia's 2030 Agenda for Transformation. The program seeks to ensure that Liberian CSOs are credible actors in the governance of the country through their engagement in the formulation of public policy, and the monitoring of its implementation. The Drivers will work within the Logistics department of Operational support structure, committed to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries.

General Position Summary

The Driver will work with the Mercy Corps *Supporting Effective Advocacy in Liberia (SEAL)* program team to provide safe transport series for SEAL program, support staff in the described AOR (Area of Responsibility). The Drive will adhere to all traffic and MC safety rules and follow the transport guidelines required by the MC transport department.

Essential Job Responsibilities

PROGRAM MANAGEMENT

- Operate MC vehicles as assigned by supervisor.
- Maintain vehicle log-sheets in accordance with MC policies/regulations.
- Check the vehicle conditions after each trip/routinely – report needs and problems to transport management.
- Adhere to all safety and communication protocols as advised by Mercy Corps and supervisor.
- Responsible for the safekeeping of all vehicle equipment, tools, first aid kits, spares etc.
- Keep the vehicle ready, clean and on standby – ready for use at all times.
- Assist, as required, with logistics in the office and guesthouse daily workloads.

- Cooperate and be of assistance to staff and visitors – assist in troubleshooting potential problems during daily business.
- Report all maintenance needs of the vehicle to transport management on a regular basis;
- Undertake field assignments as assigned.
- Work night shifts at MC guesthouses – as assigned by Supervisor with the understanding these are 12 hour shifts.
- Adherence to all MC policies and procedures as outlined in MC policies and procedure manuals.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission in country of operation.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility

None

Accountability

Reports Directly To: SEAL Program Manager

Works Directly with: SEAL Program Team, Finance & Operations. Coordinates with Mercy Corps program and operations staff in the office/guesthouse.

Knowledge and Experience

- Valid driver's license and experience driving 4x4 vehicles.
- Must respect and adhere to all safety and traffic rules.
- Basic understanding of English and fluency in all local languages is required.
- Knowledge of routes, duty stations, project areas, the NGO and diplomatic community is required.

Success Factors

Define the specific behavior and attitudes critical to success in the position at time of hire and as it develops over time in **paragraph form** (soft skills).