



## Job Description

ZOA supports those affected by violent conflicts, natural disasters, and chronic poverty in fragile states, irrespective of race, gender, ethnicity, religion, or age. By working alongside communities, we contribute to signs of hope and restoration, supporting people to overcome hardship and rebuild their lives. Inspired by our Christian faith, we provide relief, hope and recovery to people impacted by conflicts and disasters, as we work towards a world where people have hope and live dignified lives in peaceful communities. We value people, we are faithful, we are good stewards, and we serve with integrity. In Liberia, ZOA delivers innovative, and ground-breaking projects in Food Security and Livelihoods, WASH, TVET, Home Grown School Meals, and Peacebuilding, with a strong focus on inclusion, participation and sustainability, thereby achieving lasting positive change.

For current projects funded by the European Union and Irish Aid, ZOA is looking to recruit 3 drivers (2 for the Irish Aid project, 1 for the EU project), conforming to the job description below.

**Job Title:** Driver

**Duty station:** Monrovia, with regular travel in Liberia.

**Duration:** until the end of December 2020, with possible extension

**Reports to:** ZOA Liberia Logistics Officer

### Job Description:

- Operate ZOA vehicles in a safe and courteous manner and strictly obeys traffic laws at all times.
- Transport staff, volunteers, and official visitors to authorized destinations, ensuring that all passengers wear seatbelts. (Note: some travel may be for one or more overnights);
- Observe good safety and security practices with passengers; i.e. ensure that all passengers delivered at night are indoors before departing;
- Make airport pick-ups and delivery of passengers as assigned;
- Maintain accurate mileage logs for each trip taken;
- Do safety checks and maintain vehicles in safe and clean operating condition, including washing of vehicles.
- Fuel vehicles, check oil, transmission fluid and coolant levels, and check air pressure in tires;
- Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time, as well as refueling the car(s);
- Report all vehicle / motorbike safety problems and accidents promptly;
- Perform other duties assigned.

### Qualifications:

- High school diploma.
- Possess a valid Liberian driver's license and adhere to driving laws;
- A recent eye test certificate (not older than 1 year);
- Appreciable level in both spoken and written English;
- Ability to drive under difficult situations;
- Demonstrate accuracy in filling out paperwork;
- Ability to meet and interact with public and employees with tact, courtesy and discretion;
- Willingness to work in emergency situations and during odd hours, weekends and holidays when required.



**Skills and Experience:**

- Country-wide driving experience throughout dry and rainy season.
- Knowledge of road conditions in Liberia and ability to plan vehicle maintenance for such conditions.
- Knowledge of general vehicle maintenance.

**Terms of Employment:**

The role is based in Monrovia and involves regular field-visits to the counties where ZOA operates.

**How to Apply:**

A letter explaining your suitability for the role of no more than one page, and CV, as well as contact details for three referees (including latest, or current employer) should be addressed to ZOA's Country Director, Harmen Sas and sent by email only to ZOA's Office Administrator at the following email address: [r.jones@zoa.ngo](mailto:r.jones@zoa.ngo)

All applications must be received by 17:00 Monday 27th January 2020. Only short-listed candidates will be contacted. Short-listed candidates will be invited to an interview, which will also include proficiency tests.