

VACANCY
ACTIONAID LIBERIA

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Job Title:	Driver		
Directorate/Cluster:	Finance/Operations	Unit/Team:	Administration
Grade	2	Contract Type:	Fixed (3 years)
Core Funding (%)	100%	Donor (%)	EU 100%
Location:	Grand Gedeh	Budget Holder:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Operational Remit:	Grand Gedeh with extensive travel to other program locations and regional/international meetings		
Line Manager	Project Coordinator		
Matrix Report (s) :	Administrative Officer		
Supervises:	None		
Summary of Role	Driver is responsible for transportation and movement of Staff, equipment and materials and delivery of mails. In addition, she/he assists with other program and administrative tasks in the office and field when required.		
Overview of Responsibilities Driving/Vehicle Management	<ul style="list-style-type: none"> • Provision of reliable driving services by driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items. • Plan trips with Logistics/Admin Assistant, in collaboration with all AAL departments, based on vehicle requests from staff. • Meet official personnel and visitors at the airport, assisting with visa and customs formalities when required. • Daily inspects and maintains all AAL vehicles. • Maintain Log Book for all vehicles • Adhere to vehicle management and planning procedures and forms (e.g. Vehicle Requests, Vehicle Log Sheets, Work Orders, Fuel Coupons, Parking Access Log). • Ensure that the checks, maintenance and repairs of all AAL vehicles are completed accurately and timely. • Ensure that all vehicles are outfitted with all equipment necessary to operate in Liberia according to government regulations and as dictated by circumstances in the field • Ensure that spare parts and tools are used and kept track of properly. • In collaboration with the Administrative Officer, ensure that all vehicle registration and insurance documents are available and up-to-date. • Ensure that photocopies of each vehicle's documents are available on each vehicle's clipboard that has the log sheets. • Ensure that you possess current, valid driver's licenses and a high level of competence in order to guarantee your personal security and that of any 		

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	passengers, as well as the protection of the equipment.
Fuel Management:	<ul style="list-style-type: none"> • Ensure that the stock levels of fuel and oil at AAL office and with vehicles travelling are always sufficient and replenished on time. • Ensures and verify that all AAL vehicles have at least ½ tank of fuel at all times. • Ensures preparation of weekly fuel inventory reports of fuel stored at the AAL offices based on Fuel Stock Log Sheets and verification of stock levels at all AAL facilities, where applicable. • Do a weekly report of fuel coupons issued and received and do request for replenishment to the Admin Officer
Program Support	<ul style="list-style-type: none"> • Facilitate movement of program staff for program activities • Support staff in assigned program based work, such as community mobilizations, meetings, training support, etc. • Setup and coordinate meetings and conferences. • Other duties as assigned
Safeguarding	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect. Safeguarding refers to the policies, processes, and work cultures that an organization puts in place to prevent and respond to harmful actions carried out by staff or those working on our behalf. The principles and approaches that underpin our approach to safeguarding are those of feminism; dignity, centrality and protection of survivors; legal rights and responsibilities; objectivity; timeliness and accountability. AAL seeks to create a work environment free from intimidation and abuse, communicating a zero tolerance of violations/breach of policy. Please report any incidences or concerns relating safeguarding including offers for employment to safeguard.liberia@actionaid.org</p>
Anti-Bullying & Discrimination	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its human rights based approach. AAL is also committed to creating an enabling and safe work environment, championing freedom, equality, equality and justice. This includes recognition of human rights and dignity of all persons regardless of their gender identity, ethnicity, age, sex, sexual orientation, and ability. This includes zero tolerance for harassment, bullying, discrimination and acts or threats of intimidation.</p>
Fraud Awareness & Anti-Corruption	<p>ActionAid has a zero tolerance for fraud and corruption and requires staff, partners, suppliers, consultants, volunteers, and all categories of collaborators at all times to act honestly and with integrity and to safeguard the assets for which they are responsible. This refers to bribes, kickbacks, pay-offs, or gifts from Action staff, their relatives or close associates, partners for employment, contracts, and services. Please report any incidences relating to blowwhistle.liberia@actionaid.org</p>
Education, Language & Qualifications	<ul style="list-style-type: none"> • High School degree or Primary education with at least 5 years of experience • Driver's training/ certification • Good English language writing skills: communicating effectively in writing as appropriate for the needs of the audience.

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Good communication skills, including report writing • Good IT skills, particularly in use of MS Word and Excel. • Ability to work under pressure, including driving long hours over long distances 	
Competency profile		
Learning the Organization	Strategic Perspective	A passion for social justice, women and human rights issues; demonstrated alignment of experience and interests with the Organization’s mission, vision and strategic priorities
	Change Management	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
	Feminist Leadership	Commitment to practicing AA’s feminist leadership principles, particularly the top ten basics to include: self-awareness, self-care, dismantling bias, inclusion, sharing power, responsible use of power, accountable collaboration, respectful feedback, courage and zero tolerance
Learning with Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly, concisely; disseminates information about Communication decisions and plans, proactively.
Learning Self	Leading with Purpose and Credibility	Professional individual with high personal integrity including anti-SHEA, fraud and corruption; innovative, flexible approaches to work, coupled with enthusiasm and commitment to ActionAid’s Vision, Mission and Values; has strong commitment to develop, promote and practice AAL’s values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities

How to apply:

All interested candidates should submit applications, including cover letter and CV in Microsoft Word or Pdf document, addressed to the Procurement/Admin Officer, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy susie.doe@actionaid.org . Email subject line should read **“Driver Grand Gedeh II Application 01082021”**. Deadline for submission of applications is Friday, January 8, 2021. **Only shortlisted candidates will be contacted.**

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Female candidates are encouraged to apply.