For over 50 years in 146 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security to promote broad-based economic growth and a vibrant civil society. ACDI/VOCA has approximately 81 projects in 46 countries and revenues of over $110 million. ACDI/VOCA and its partners, Project Concern International (PCI), John Snow International (JSI), and Making Cents International (MCI), developed a comprehensive action plan to bolster food security in Liberia by addressing the following technical areas: the promotion of sustainable livelihood strategies; improved health and nutrition; and support to interventions to increase access to and quality of education. The project will focus on these three objectives with the aim to reduce food insecurity among vulnerable rural populations in six districts in Bong and Nimba Counties.

The Transport Officer (TO) will be a member of the ACDI/VOCA LAUNCH Program functioning within the Human Resources/Office Management (HR/OM) team working together to meet the goals and objectives of the team. As a member of the Team, the TO is responsible for contributing to the efficiency of the inbound and outbound traffic flow within Monrovia and in the Field Offices and provides data and information services in support of all ACDI/VOCA LAUNCH programs including partners participating in the implementation and management of those programs. The Transport Officer (TO) will supervise the activities of the Drivers and the Mechanic Driver both in Monrovia and at the Field Offices.

**JOB SUMMARY**

The Transport Officer (TO) oversees a fleet of 11 light vehicles (3 Toyota Hiluxes, 2 Ford Rangers, 4 Land Cruisers, 1 Ford Everest, 1 Renault Lodgy), two 5-ton trucks (Mercedes), one 15-ton truck (Tata) and 47 motorbikes (Yamaha). The TO is responsible for dispatching drivers, monitoring vehicle movements, ensuring timely and proper maintenance and repairs, tracking fuel usage and consumption rates, fueling of vehicles and motorbikes and arranging for rental vehicles as necessary. The TO should have demonstrable knowledge of motor vehicle mechanics and familiarity with procedures to ensure proper maintenance is being done, and coach drivers on proper driving and maintenance techniques. The TO should be able to drive and act as a back-up driver, as needed. The TO is also responsible for the processing of data and to produce reports needed by the ACDI/VOCA LAUNCH Program related to transportation logistics. It is the responsibility of the (TO) to have a working knowledge of all Administrative databases within the department; especially the ones that have to do with the management of vehicles.

**Duties and Responsibilities**

**General & Administrative**

- Supervise 14 drivers, one mechanic driver, and rental or temporary drivers
- Maintain a box filing system for each vehicle and motorbike that stores all information (vehicle/motorbike purchase, insurance & registration documents along with all interventions on the
vehicle/motorbike which will include servicing/repairs and accidents reports, log sheets and other relevant documents).

- Oversee the work of the mechanic/driver, ensuring monthly repair and travel plans are developed and adhered to.
- Compile the monthly/quarterly fuel and gas duty free reports.
- Ensure drivers have an up-to-date and proper license.
- Oversee recruitment of new drivers and testing of driver candidates in traffic rules, signage, signaling, and practical driving.
- Act as the line manager to transport personnel, evaluate employee performance, allocate and rotate appropriate work assignments, develop training plans.
- Submit regular and comprehensive monthly reports to the supervisor on vehicle movements and problems.
- Ensure the vehicles are used in accordance with ACDI/VOCA Rules and Regulations and that vehicle usage data is correctly recorded.
- Perform any other related duties when required

**Transport and Fleet Management**

- Implementation of Transport policy approved by management.
- Ensure observance of road safety standards; ensure project vehicles are used in accordance with established rules and regulations and that vehicle usage data is correctly recorded.
- Propose improvements in the existing transport processes, systems and tools.
- Track vehicle and fuel usage and consumption rates; ensure that potential problems or fuel misuse is raised to management.
- Maintain daily duty rosters of drivers and dispatch vehicles daily. Prepare weekly schedules for drivers/operators.
- Track vehicle registration and insurance and work with procurement to ensure these are always renewed in a timely manner.
- Arrange for re-training and re-certification of drivers and registration and re-certifications of vehicles.
- Be responsible to implement the pick and drop schedule of staff from and to prescribed destinations.
- Coordinate the movement of vehicles between Monrovia and the field and between field offices.
- Schedule the movement of vehicles and drivers within Monrovia.
- Check Monrovia vehicle logs information weekly, make corrections where necessary and sign off in each log to verify that this has been done. Collect vehicle logs from the field and review for accuracy. Discuss problems with logs with drivers and train new drivers on how to properly fill in vehicle logs.
- Collect daily and weekly vehicle checklists, verify their accuracy, and work with drivers to correct any problems.
- Track Field Office transport personnel and vehicle movements.
- Manage relations with vehicle rental vendors and manage vehicle rentals as necessary for project operations.
- Act as back-up driver when needed.

**Fleet Maintenance and Servicing**

- Maintain proper inventory of all components of vehicles, making sure they are maintained and checked frequently.
- Ensure the maintenance, oiling and servicing schedule of the vehicles is followed.
- Track repairs and costs as part of monitoring and overseeing the repair processes.
- Prepare services requisitions for repair and maintenance at the appropriate garages.
- Maintain good working relationships with vendors of vehicle services and parts and liaise with them regularly on vehicle repairs to ensure repairs are appropriate and done thoroughly.
Liberian Agricultural Upgrading, Nutrition and Child Health (LAUNCH) Program

**Required Qualifications & Skills**

- AA degree, BSc preferred; mechanical and logistics management training
- At least 3 years of progressively responsible experience in motor vehicle transport operations management, preferably for an international organization or INGO; especially with experience in mechanical engineering, transport and/or logistics management
- Demonstrates ability to manage transport operations of a similar size and scope to LAUNCH
- Ability to assess potential mechanical problems and advise on preventive maintenance and repair procedures
- Ability to drive light vehicles; medium and large truck driving experience an advantage.
- Ability to review alternative options and select most effective and cost efficient mode of transport in various contexts and circumstances
- Ability to provide leadership to transport and mechanical staff
- Strong negotiating skills and ability to influence others to reach consensus
- Good computer skills, with experience working in Word and Excel required. Familiarity with streets of Monrovia and location of local businesses
- Familiarity with routes and roads conditions outside of Monrovia, especially in Bong and Nimba counties, preferred
- Strong verbal and written communication skills
- Ability to demonstrate creative approaches to problem solving
- Excellent independent judgment and decision-making skills
- High energy level and multi-tasking skills
- Ability to work in and promote a team environment/concept

Deadline for submission of application: **28 NOVEMBER 2013 at 5:00 P. M.**

**Applicants within Monrovia and its environs can apply in the following manner:** Application should be submitted in hard copy addressed to the Human Resources/Office Manager, ACDI/VOCA-LAUNCH Program, Fouta Corporation Compound, UN Drive, Vai Town, Bushrod Island, Monrovia, Liberia. Please indicate on the back of the envelope: “TRANSPORT OFFICER”. **Applicants outside of Monrovia may use the following email address to send in their applications:** launchhr@acdivoca-liberia.org. These applications should include the position title: “TRANSPORT OFFICER” in the subject line. ACDI/VOCA is an equal opportunity employer; therefore, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY. APPLICANTS SHOULD SUBMIT SALARIES HISTORIES (PAST/CURRENT) WITHIN THEIR CVs. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. APPLICATIONS MAY BE SENT THROUGH OUR OFFICES IN SACLAPEA, NIMBA COUNTY AND TOTOTA, BONG COUNTY.