

**GENERAL PURPOSE OF THE POSITION:**

JOB TITLE:	DRIVER / MECHANIC	DEPARTMENT:	Chimpanzee Sanctuary
FLSA:	Full Time	LOCATION:	Charlesville, Margibi
DEADLINE:	August 3, 2025		

Transporting Second Chance Chimpanzee Refuge Liberia (SCCRL) staff and materials under good safety conditions and responsible for the appropriate use and maintenance of Humane World Liberia vehicles, in accordance with Humane World Liberia rules, standards and protocols in order to have the vehicles in optimal running conditions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Tasks include fixing minor mechanical problems and liaising with the Maintenance Technician for major mechanical problems
2. Facilitate vehicle servicing and repairs as needed
3. Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks belts, maintains fluid levels, etc.)
4. Picks up and delivers equipment, materials, and other supplies as directed.
5. Provides transportation for staff, guests, and visitors
6. Supports Second Chance Chimpanzee Refuge Liberia (SCCRL) procurement including, but not limited to, loading and unloading supplies, researching suppliers, and picking up materials.
7. Maintains vehicle mileage, fuel, and maintenance log records.
8. Assists the Maintenance Technician and Senior Manager, Facilities, with the regular servicing and maintenance of all vehicles by external mechanics.
9. Assists the Maintenance Technician with onsite repairs and maintenance of vehicles, as needed.
10. Performs other duties or responsibilities, as assigned.

DESIRED MINIMUM QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

Qualifications & Requirements**Education:**

- High school diploma required.
- Technical certificate or equivalent work experience preferred.

Experience:

- Minimum of three (3) years of relevant work experience as a Driver/Mechanic in a reputable and professional setting.

Technical Knowledge:

- *Proven, in-depth knowledge of vehicle diagnostic equipment and mechanical systems.*
- *Skilled in troubleshooting, repairing, and maintaining various vehicle types.*

Electrical Skills:

- *Strong understanding of automotive electrical systems and components.*
- *Hands-on experience diagnosing and repairing auto electrical faults.*

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. A valid driver's license is required, and a clean driving record is strongly preferred, with the ability to demonstrate and maintain a safe driving record while employed.
2. Must be fluent in English.
3. Comfortable in a fast-paced environment with frequent deadlines; high energy, self-motivated and proactive.
4. Strong written and verbal communication skills.
5. Strong attention to detail with an aptitude for problem-solving and commitment to excellence, demonstrated by the delivery of quality and timely outcomes.
6. Ability to work both independently and as an effective team member in a team environment.
7. Strong interest in animal protection issues preferred.

REPORTING RELATIONSHIP:

This position reports to the Senior Manager, Facilities, Second Chance Chimpanzee Refuge Liberia.

SUPERVISION EXERCISED:

None.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderately quiet.

Please include the following documents:

1. Letter of Application
2. Letter of Intent
3. Curriculum Vitae
4. Diploma & Certificates

All interested candidates, please address your application to

esaykpah@humaneworld.org

NB: *Hard Copies Are **NOT** Accepted.*

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change the contents of this job description at any time. Humane Society International is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, nationality, ethnic or national origin, sex, marital status, disability, pregnancy or maternity leave, sexual orientation, gender reassignment, religion or belief, or age.*