



## **President's Young Professionals Program (PYPP)**

### **Vacancy Announcement**

*PYPP is currently recruiting for **one** staff position, detailed below:*

**Position Title:** Driver

**Reporting To:** Operations Associate

**Location:** Monrovia, Liberia

**Employment Period:** (Close-ended) 3-month (July 2025 to September 30, 2025, with possibility of 2-year renewal).

**Language Requirement:** English

**Closing Date:** June 16, 2025 @5pm

*Interested applicants should submit an application package consisting of (i). Resume (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details of three referees (ii). Cover Letter explaining why you feel you should be considered for this position. Applications should be addressed and emailed to: Ciata Stevens d'Almeida, Executive Director, President's Young Professionals Program (PYPP), Airfield-Sinkor New Road, Sharks Junction, Monrovia, Liberia at [apply@pyppliberia.com](mailto:apply@pyppliberia.com). Please indicate in the email subject heading the position you're applying for. Deadline for submission of application: **Monday, June 16, 2025**. Applications will be reviewed on a rolling basis.*

### **Background**

The President's Young Professionals Program (PYPP) of Liberia is a youth capacity organization that recruits and places recent Liberian college graduates in critical government and private sector roles, and provides them with training and mentorship through a 2-year fellowship. PYPP is a non-governmental organization and one of Africa's most competitive models for youth public service leadership development. Since 2009, PYPP has supported Liberia's civil service capacity through its Fellows (President's Young Professionals - PYPs) who have helped accelerate a government-level shift towards the values of strong leadership, transparency, and meritocracy - all of which will strengthen the country's public and private sectors' capacity for decades to come.

### **Overall Mission:**

To transport people and equipment, and to ensure that security, safety, and legal requirements for driving PYPP vehicles are always observed and followed.

### **Responsibilities and duties**

#### **Responsibility 1: Transportation of people and equipment under good security conditions**

- Drive PYPP vehicles in full compliance with the existing traffic law and safely ensure the highest possible security for passengers and goods.
- Ensure that vehicles are only used in roadworthy condition and that driver and passengers use safety belts.

- Ensure that the vehicle log sheets and other administrative forms are always filled accurately and in a timely manner.
- When transporting goods, check accuracy of the waybill, count stock items, ensure signature from the receiver and return copy of signed waybill to sender.

### **Responsibility 2: Reporting**

- Report vehicle movements via cell phone or verbally when departing or arriving at a location. On a long journey, provide the cell phone conductors at the base with hourly updates on the vehicle location.
- Report any accident, damage to the vehicle or any security incident involving a PYPP vehicle immediately to the Operations Associate.
- Report any technical problems or defects immediately to the line manager for action.
- Alert line manager when the car must be maintained or serviced.

### **Responsibility 3: Preparation of the car before departure**

- Carry out the requested daily vehicle checks.
- Ensure that the vehicle has enough fuel for any planned trip and is refueled every evening.
- Ensure that the vehicle is properly equipped with a medical kit, jack, wheel wrench, shovel, tools, etc. per the list provided by the Administration, updated car documents, and security guidelines.
- Help loading and offloading his car.

### **Others:**

- Remain with vehicles at all times when in the field and ensure the safety of their contents, including at night if road conditions or other situations prevent the vehicles from returning to base.
- Assist mechanics when working on the vehicle.
- Perform other tasks as required by the line manager.

### **Requirements**

#### **Essential requirements:**

- Valid driving license.
- A Minimum of 3 years of experience as a driver with an NGO preferred, including driver experience in driving in poor road conditions.
- Good spoken and written English.
- Basic vehicle knowledge.
- Willing to work in a remote location.
- Ability to keep calm and work under stressful conditions.

#### **Desirable requirements:**

- Basic mechanical knowledge.
- Knowledge of the county

<p><b>Females are especially encouraged to apply!</b></p>
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### **Signed:**

**Ciata Stevens d'Almeida**  
**Executive Director**  
**June 4, 2025**