



POSITION DESCRIPTION

TITLE: Driver II
BAND: B
REPORTS TO: Finance and Admin Director
LOCATION: (3) Montserrado County, Liberia

Overview

The Driver is responsible for ensuring the smooth operations of project activities by providing reliable and courteous service to MSH and stakeholders and deliver people and equipment on instructions. Reporting to the Finance and Admin Director, the driver will adhere to MSH policies and procedures when using project vehicles.

Specific Responsibilities:

- Performs prescribed pre start checkups on vehicles, taking cognizance of safety requirements and report defaults according to procedure
- Maintains cleanliness and storage of MSH vehicles according to procedures, reporting and arranging for repairs and repairs immediately to supervisor.
- Operates the assigned vehicle according to procedure and legislative regulations in a safe and courteous manner
- Delivers and collects goods, passengers, messages according to instruction from various deliver and collection points
- Collects mails to and from the post office when needed
- Assist with switchboard relief
- Maintains accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incidents reports, accident reports, vehicle condition reports and other records as requested by management.
- Other tasks as requested by supervisor.

Qualifications

1. Must have a valid driver's licence.
2. A certificate from a recognised institution is a strong recommendation with extensive driving / messenger experience.
3. A thorough Knowledge and familiarity with Liberia traffic, road patterns and streets will be an added advantage
3. Ability to work independently and take initiative.
4. English fluency required..

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org or hand deliver to the HR Specialist, CSH, Monrovia, stating the position in the subject line of your email/letter. Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **September 7th, 2017**

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