



Internal Vacancy Announcement

Job Title: Driver
Department: Administration
Section: Logistics
Reports To: Procurement/Logistics Supervisor
Opening: December, 1, 2017
Deadline: December 15, 2017

Duties & Responsibilities:

- Maintains the LTA vehicle assigned.
- Operates assigned vehicle in a safe and courteous manner and maintains a defensive driving
- Keeps the assigned vehicle clean and presentable at all times
- Performs minor maintenance tasks on assigned vehicle(s) as required.
- Coordinates the schedule for major or periodic maintenance with management and procurement assistants to minimize interruptions.
- Responds immediately to accident or medical emergencies by notifying the party assigned to.
- Serves as chauffeur for Commissioner for official duties.
- Ensures that the assigned vehicle is fueled in a timely manner.
- Performs all other duties as required by the Logistics Manager or Director of Administration.

QUALIFICATIONS & EXPERIENCE:

High school diploma and/or six months related experience in maintaining a vehicle.
Must be a minimum of 21 years of age and possess and maintain a safe driving record.

OTHER REQUIREMENTS:

Cheerful presence, good moral and people skills
Skilled in establishing priorities and managing workload
Ability to follow orders.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. **Only** short-listed applicants will be contacted. Selected candidates may be required to submit, prior to being hired, *a sworn/notarized statement/affidavit that he/she has not resigned,*

been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts: or if investigated, and has been cleared of all allegations against him/her.

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number (s) and email address if available). all other documentation (e.g., certificates, awards earned) that address the qualification requirements of the position for which application is being submitted.
2. Each application must be submitted in a sealed envelope, addressed to:
Liberia Telecommunications Authority
Application for **Utility Driver**
Administration & Operations Office