

**United Nations Mission in Liberia
(UNMIL)**

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SD-TPT-003	Deadline:
Post Title: Heavy Duty Driver (3 Positions)	Level: ICs
Organizational Unit: Transport Section	Location: Monrovia
Initial Appointment: Initial One (1) month subject to funding of the post and satisfactory performance.	IMIS Post#:
	Indicative Minimum Annual Gross Salary: USD
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Duties and responsibilities:

The heavy duty driver report to the OIC Dispatch and within delegated authority is responsible for the following duties;

- Undertake any heavy or light vehicle driving assignments as detailed by the dispatcher/supervisor.
- Be prepared to undertake assignments out of Monrovia when necessary.
- Be prepared to undertake daily/weekly assignments according to the roster.
- Be prepared to be temporarily assigned to other section / unit as and when required.
- Daily check list and other connected forms/trip tickets/passenger log should be duly completed and hand over to dispatcher on duty.
- Report to dispatcher/supervisor if any damage or loss occurs for the assigned vehicle or cargo.
- Maintain dress code according to instructions.
- Maintain stipulated speed limits put forward by the Administration.
- Transport staff members/goods safely to various destinations as required.
- Liaises with dispatcher on issues relating to the maintenance of dispatch vehicles including daily entries in vehicle log books and ensure that vehicles are cleaned and fueled on daily basis.
- Perform minor mechanical repairs on the vehicles as required.
- Maintain vehicles in good order to meet Mission requirements at all times.
- Vehicles need to be checked and make sure it is road worthy condition prior to undertake the assignment.
- Any other driving assignments detailed by Heavy Duty Dispatcher/Supervisor.

Profile Requirements:

(a) Qualification requirements

Education: A minimum education to read and write;

Experience: A minimum of 2 years practical experience in Heavy Duty Driving.

Languages: Ability in spoken and written English is a requirement;

(b) Competencies and values

Planning and Organizing: Ability to manage a large volume of work in an efficient manner, ability to work under pressure, with conflicting deadlines.

Teamwork and respect for diversity: Ability to establish and maintain effective partnerships and respect for diversity and gender;

Communication: Proven interpersonal skills; good spoken and written communication skills.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SD-TPT- 003 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base,
Monrovia