

**Mobile Solutions, Technical Assistance and Research (mSTAR) Project
FHI 360
Project Driver
Position Description**

Job Summary:

JOB TITLE : Project Driver

REPORTS TO: mSTAR Senior Operations Manager

LOCATION : Monrovia, Liberia

BACKGROUND:

USAID's Mobile Solutions Technical Assistance and Research Program (mSTAR), a project managed by FHI 360, is looking to hire a Project Driver for an initial 3 months' probation that could lead to permanent hire. Based in Monrovia, Liberia, the FHI 360 Project Driver will serve as the primary driver for FHI 360 by driving FHI 360/mSTAR staff members, including all travels to and from workshops, meetings, and daily activities of mSTAR. The position may also require travel outside of Monrovia with trips that may extend multiple days. The Project Driver will report to the mSTAR Senior Operations Manager and coordinate with the rest of the FHI 360 team.

With support from USAID, mSTAR is currently working in Liberia to support a sustainable, diverse, and inclusive financial sector that can generate and sustain quality services and meet the needs of civil servants and the Government of Liberia (GoL). mSTAR activities include supporting the Ministries of Health and Education to introduce a mobile payment option for civil servants. mSTAR works with each of these line ministries as well as the Civil Service Agency (CSA), Ministry of Finance and Development Planning (MFDP), and mobile money service providers to expand mobile payment options.

KEY RESPONSIBILITIES:

- Ensure that vehicles are always in good running order by checking tires, oils, fuel, water level, grease, etc., on a daily basis
- Prepare weekly drivers' schedule and assign driver accordingly, if applicable
- Ensure vehicle fuel efficiency rate is reasonable
- Carry out minor services on vehicles, including tire maintenance, tightening loose parts, as needed
- Ensure to be at assigned location to pick up and drop off staff in a timely manner
- Remind Senior Operations Manager about schedule for vehicle servicing, renewal of insurance, driving license, changing of tires, washing of vehicle, and ensure preventive maintenance is done on time.
- Ensure the cleanliness (inside and outside) of the assigned vehicle
- Carry out errands like mail delivery, paying utility bills, etc.
- Ensure the safety of vehicle during working hours
- Fill out vehicle use and fuel log books on a daily basis (making sure it's been recorded correctly)
- Perform other duties as may be assigned

REQUIRED SKILLS & EXPERIENCE:

- ✓ At least 3 years of progressive driving experience especially with International NGO
- ✓ Operational knowledge and familiarity of NGOs/Non-profit
- ✓ Experience working for USAID funded project will be an asset
- ✓ Must have valid Liberia Driver's License
- ✓ Ability to live and drive in rural Liberia and in difficult terrain
- ✓ While maintaining a professional approach/attitude towards work, potential hire should be a team player with some mechanical aptitude, good written/verbal communication in English, interpersonal and customer service skills.

All applications should be sent to mjawara@fhi360.org and cc: jkourgialis@fhi360.org or hand delivered at FHI 360-mSTAR/Liberia Program office, 19th Street, Cheeseman & Russell Avenues, Sinkor, Monrovia by **Friday, February 17, 2017**. Please indicate on the **envelope** or in the subject line of the **email**: "mSTAR Project Driver"

Note: Only short listed candidates will be contacted