

**Liberia Telecommunications Authority  
12th Street Sinkor – Tubman Boulevard  
Monrovia, Liberia**



**Vacancy Announcement**

**Job Title:** Chief Executive Driver \*\*  
**Department:** All  
**Reports to:** Office of the Commissioner/Chairperson- Primary\*  
Procurement/Logistics Supervisor - Secondary  
**Deadline:** September 5, 2013

\*Candidate selected for Chief Executive Driver will be assigned to the Chairperson and will receive a monthly special allowance.

**\*\*Filling of position is contingent on budget approval.**

**JOB DESCRIPTION:**

- Operates assigned vehicle in a safe, courteous and defensive driving manner.
- Keeps the assigned vehicle clean and presentable at all times.
- Conducts daily maintenance checks and submits requests for repairs as may be required for safe operation of vehicle.
- Responds immediately to accident or medical emergencies by notifying the appropriate/relevant supervisor(s).
- Serves as Chauffeur to assigned Commissioner.
- Serves as personal transportation and security assistant to assigned Commissioner/Chairperson as may be needed.
- Ensures that the assigned vehicle is fueled in a timely manner.
- Establishes priorities for vehicle use and follows a schedule for accomplishing periodic vehicle maintenance.
- Performs all other duties as may be instructed by supervisors.

**QUALIFICATIONS & EXPERIENCE:**

- High school diploma.
- Valid driver's license.
- Safe driving record and at least 5 years driving experience or at least 3 years' experience as an executive driver.
- Minimum age: 25 years old.

**OTHER REQUIREMENTS:**

- Good personal hygiene.
- Cheerful presence and good interpersonal relationship skills.
- Honesty/Integrity in conducting all aspects of job responsibilities.
- Ability to follow orders, but demonstrating personal initiative when necessary and appropriate.

**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, 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, copies of degrees 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 **Chief Executive Driver**  
Administration & Operations Office  
Catholic Junction, Behind Concern NGO  
Monrovia, Liberia