



**MINISTRY OF AGRICULTURE**  
**REPUBLIC OF LIBERIA**  
**PROGRAM MANAGEMENT UNIT**



**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION  
PROJECT (STAR-P)**

**VACANCY FOR THE RECRUITMENT OF FIVE (5) DRIVERS**

**Liberia: Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)**

**Credit No./Project No.: CR 6360-LR/P160945**

**Assignment: Recruitment of five (5) Drivers for the STAR-P**

The Government of Liberia has received financing from the World Bank toward the cost of the **Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)** and intends to apply part of the proceeds to recruit five (5) drivers for the STAR-P.

The services to be carried out by the five Drivers under the supervision of the Administrative Assistant include: operating the project vehicle for the support of the project activities in Monrovia and in the selected counties; collection and delivery of mails, documents and other project related items; transporting project personnel where indicated and driving them to their indicated destination; routine maintenance of the vehicle including checking oil, water, battery, brakes, tires, etc.; ensuring that vehicles are kept clean at all times; updating logbooks for all usage of the vehicle ensuring that only authorized project personnel use the vehicle; submitting monthly summary reports on the usage of the vehicle; ensuring that the necessary steps required by rules and regulations are taken in case of involvement in an accident; adhering strictly to not consuming any alcoholic drinks at least 5 hours prior to driving vehicle, and not to smoke in the vehicle; and readiness to work at late hours, among others.

The Ministry of Agriculture now invites qualified and experience drivers to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include At least a High School Graduate Certificate or equivalent; current Driver license; knowledge of English is desired; and good communication skills, including interpersonal RELATIONSHIP.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- a) [www.emansion.gov.lr](http://www.emansion.gov.lr)
- b) [www.moa.gov.lr](http://www.moa.gov.lr)

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

All applications **MUST** be sent via email to: **starprecruit@moa.gov.lr**

**Attention:**

**The Recruitment Team  
STAR - P  
Program Management Unit  
Ministry of Agriculture, Liberia**

Note: Applicant **MUST** indicate in the email subject, the Title of the Position he/she is applying for.

Closing Date: **March 4<sup>th</sup> , 2020 by 5pm GMT**

**Female candidates are highly encouraged to apply.**

## **TERMS OF REFERENCE FOR THE RECRUITMENT OF FIVE (5) DRIVERS**

<b><u>Duty Station:</u></b>	Project counties
<b><u>Duration:</u></b>	2 years with option to extend based on performance
<b><u>Reports to:</u></b>	Administrative Assistant, STAR-P

### **Scope of Services**

The Driver is responsible for the movement of the car and maintenance to support the activities of the STAR-P at the Ministry of Agriculture and in Liberia. The services include:

### **Main Responsibilities**

Under the general supervision and guidance of the Administrative Assistant, the main duties and responsibilities of the Drivers are, but not limited to:

- Operate the project vehicle for the support of the project activities in Monrovia and in the selected counties.
- Responsible for the collection and delivery of mails, documents and other project related items.
- Meet project personnel where indicated and driving them to their indicated destination
- Be responsible for routine maintenance of the vehicle; checking oil, water, battery, brakes, tires, etc.
- Make sure that the vehicle is kept clean at all times.
- Update logbooks for all usage of the vehicle ensuring that only authorized project personnel use the vehicle.
- Submit monthly summary reports on the usage of the vehicle.
- Make sure that the steps required by rules and regulations are taken in case of involvement in an accident.
- Adhere strictly to not consuming any alcoholic drinks at least 5 hours prior to driving vehicle, and not to smoke in the vehicle.
- Must be ready to work at late hours.
- When necessary, the STAR-P Driver will also comply with other task as defined by the Administrative Assistant and Project Coordinator.

### **Qualifications and Experience**

- At least a High School Graduate Certificate or equivalent.
- Current Driver license;
- Knowledge of English is desired;
- Good communication skills, including inter-personal

**Key Competencies**

- Demonstrated ability to establish priorities and to plan, co-ordinate, monitor, and report on his or her own work plan.
- Demonstrated ability to meet deadlines.
- Self-motivated, team player, able to work in a post-conflict environment with minimum supervision.
- Willingness to work in rural setting