



Position Title:	Project Driver-One Position
Section (s)	Operations
Duty Stations:	Rivercess County, with frequent travel to project locations
Term of Service:	Contractor
Reports To:	Logistics Officer
Salary:	To be discussed, based on qualification and experience

About YMCA:

The Young Men’s Christian Association (YMCA) is a nonprofit organization. It is an ecumenical movement comprising individuals and institutions that are committed to fostering development among themselves and their communities, empowering them for social transformation. Since its founding in 1881 and up to the present, the YMCA has operated as a youth and community development organization. The program focus of the Liberia YMCA continues to be the development and training of young people through intellectual, physical, spiritual, and skills-building programs. As a result of these programs, thousands of young people have developed knowledge, attitudes, and skills and are now contributing to the development of their communities.

YMCA programs are mainly geared toward developing young people in the areas of spirit, mind, and body. To this target, the YMCA implements programs of youth leadership development, peacebuilding and civic education, health promotion livelihoods entrepreneurship training, and education and life skills, among others.

The YMCA of Liberia is seeking a highly motivated and organized Project Driver to join our dynamic team. As a Project Driver, you will play a pivotal role in supporting the implementation of the project activities. We want to hear from you if you are qualified and hold the necessary skills requirements!

Essential functions include, but are not limited to the following:

- Respond to transportation needs of YMCA Staff
- Distribute materials to YMCA local branches as requested
- Complete vehicle daily checklist and vehicle log each day for the vehicle for which the driver is responsible
- Follow-up on routine minor maintenance of the car, including changing oil, keeping fluids filled to appropriate levels, washing the car inside and out, etc., are done according to schedule.
- Complete monthly fuel summary for the vehicle for which the driver is responsible and submit to asset and logistics officer
- Maintain the vehicle cleaned every day
- Conduct these and other tasks as required in support of YMCA goals



Qualifications:

- High school graduate
- Minimum of 5 years driving experience
- Hold a valid driver's license
- Good knowledge of vehicle mechanics and able to conduct minor repairs as required
- Must be able to work within a cross-cultural setting, negotiate diplomatically, and function well under pressure
- Proactive and creative, get the job done spirit
- Culturally astute, respectful, and tolerant with excellent communication and interpersonal skills
- Ability to work hands-on, independently, and within a team in a difficult work environment
- Willingness to frequently travel to YMCA local branches and program centers

Reporting and Organizational Relationship:

This position is located in Monrovia with frequent travel to project locations and reports to the Logistics Officer.

To apply for the position of Project Driver, please submit your resume and a cover letter to application@ymca.org.lr highlighting your relevant experience and why you believe you are a suitable candidate for this role. We appreciate all applications, but only those selected for an interview will be contacted.

YMCA of Liberia is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

The deadline for application is August 31, 2023