



Liberia Electricity Regulatory Commission

Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia



Terms of Reference and Scope of Services

Title: Driver (3)

Department: Human Resource and Administration

I. Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market.

The LERC is a corporate entity with several vehicles. Activities of its employees include trips around Monrovia and from Monrovia to other counties.

The terms of reference outlined below are for a Driver who shall serve under the supervision of the Head of drivers.

HOW TO APPLY

Applicants are urged to follow the below listed requirements for consideration of applications:

1. Check the LERC website www.lerc.gov.lr for details of the job descriptions.
2. Only email applications will be accepted
3. Please address your signed Letter of Application, Curriculum Vitae (CV), and all supporting documents in portable document format (PDF) to the following address below and submit via email to hrvacancy@lerc.gov.lr with a copy to pvarmah@lerc.gov.lr no later than midnight on September 27, 2024:

*Human Resource Manager
Liberia Electricity Regulatory Commission
Behind LoneStar MTN Headquarters
Congo Town, Monrovia, Liberia*

4. Kindly indicate position title in your email subject line
5. If you are applying for more than one positions, please submit a separate email along with the full application package for each position indicating the respective position title in the subject line.



Liberia Electricity Regulatory Commission

Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia



II. Scope of Services

Responsible for all transportation tasks as required by the Commission. Must adhere to strict principles of safety and have adequate understanding of the urban and rural road network relative to the geographical scope of LERC operations. Sensitivity to confidential information is required.

III. Main Responsibilities

The Driver shall perform the following duties and responsibilities:

1. Drive a LERC vehicle
2. Assist with loading and offloading of goods placed on the vehicle and ensure goods are accompany by a waybill of delivery note, where applicable
3. Obey all traffic rules and regulations
4. Fill the logbook and ensure that any staff member on board signs the log before takeoff
5. In case of an accident, remain with the vehicle, except in the case of medical emergency, and alert the proper authority immediately
6. Ensure availability of all required documents and supplies, including vehicle insurance, first aid kit, fire extinguisher, office directory, city/country maps and necessary spare parts
7. Responsible for the day-to-day maintenance of the vehicle (i.e., routine control of oil levels, battery, brakes, tires, etc.)
8. Do not operate the vehicle for your or anyone's personal use
9. Ensure that all passengers wear safety belts before moving the vehicle
10. Perform other related tasks as required

IV. Minimum Academic Qualifications

Minimum education is a high school certificate from a recognized school.

V. Minimum Experience:

Minimum five (5) years of experience as a driver for an entity. Previous experience with an NGO, donor agency, or multi-national corporate entity is an added advantage.

VI. Key Competencies

Abilities and Skills

- 1) Demonstrated proficiency in driving standard and automatic vehicles
- 2) Bearer of a valid driver's license
- 3) Knowledge of basic maintenance of a vehicle

VII. Performance Criteria:



Liberia Electricity Regulatory Commission

**Behind Lonestar MTN Headquarters, Tubman Boulevard
Congo Town, Monrovia, Liberia**



The Driver's performance will be evaluated by his/her supervisor. Key Performance Indicators of his/her performance shall be the timely completion of tasks and the quality of his/her output.

VIII. Duration of Contract

The Driver shall be a permanent staff. He/She shall be given an indefinite contract that may only be terminated with cause.

IX. Duty Station

The Driver shall be stationed in Monrovia and shall only travel to other counties in Liberia and Countries when the need arises.

X. Reporting

The Driver shall report to the Head Driver, the Administrator, and the Human Resource Director.

FEMALES ARE ENCOURAGED TO APPLY