



**JOB VACANCY  
PROGRAM DRIVER/CLERK**

**Background**

The United States African Development Foundation (USADF) is an agency of the United States Government. USADF supports the development of smallholder agricultural producers, community based organizations (CBOs), small-scale agribusinesses (SSAs) and small and medium-sized enterprises (SMEs) in Africa. The Foundation has programs in more than 20 African countries including Liberia, where funding of activities began in 1984 and were re-established in 2006. USADF's office in Monrovia provides on-going support to investments that have been financed and continues to identify viable local SMEs and grassroots organizations that show potential to create employment opportunities, generate income and have broad social impact.

USADF seeks a qualified individual to serve as a Program Driver/Clerk for its field office in Monrovia, Liberia.

The Contractor is responsible for supporting the Liberia Field Office in carrying out the activities of the country program under the direction of the Regional Program Director. In this role, Contractor will perform driving and some clerical duties.

**Required Minimum Qualifications:**

1. Completion of secondary school/ Ordinary Level Certificate of Education
2. Valid driver's license
3. Has performed extensive travel in-country
4. Fluency in spoken English; Knowledge of 1 or more languages spoken in Liberia.
5. Knowledgeable of operating and safety rules and regulations
6. Ability/experience in basic mechanics.
7. At least three (3) years of professional driving experience working with private and/or public corporations.
8. Familiar with routes, driving conditions, and services available in the various regions of Liberia.
9. Ability to be summoned at short notice and be available for evening assignments, when necessary
10. Ability to follow filing, local purchase instructions, and directions provided by the Regional Program Director through the Country Program Coordinator or Program Assistant.

The successful candidate will be required to obtain a satisfactory background clearance through the United States Embassy.

Liberia PROGRAM DRIVER/CLERK

08/18/2016

**HOW TO APPLY**

**This job announcement is solely intended to advertise the Program Driver/Clerk position opening. To apply for this position, YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION #RFP-ADF-FOP-17-0002 POSTED AT <https://www.fbo.gov/index>.**

**A COPY OF THE SOLICITATION CAN BE OBTAINED AT:**

Liberia USADF Office  
Between 22<sup>nd</sup> and 23<sup>rd</sup> Streets  
Sinkor  
Monrovia, Liberia