

**PUBLIC PROCUREMENT AND CONCESSIONS COMMISSION  
STRUCTURE, OPERATIONS AND TRAINING**

<b>POSITION TITLE</b>	Driver
<b>DEPARTMENT</b>	Finance and Administration Division
<b>RESPONSIBLE TO</b>	Senior Driver
<b>RESPONSIBLE FOR</b>	<p><b>Staff:</b> None</p> <p><b>Physical Assets:</b> Physical Assets (vehicle, materials and supplies, etc.) assigned to the Driver</p> <p><b>Financial Assets:</b> None</p> <p><b>Intangible Assets:</b> Reputation of the Commission as related to the performance of assigned duties</p>
<b>JOB PURPOSE</b>	To facilitate the movement of PPCC staff by conveying them to and fro destinations as may be required in a safe and timely manner
<b>INTERNAL RELATIONSHIPS</b>	Liaise with all members of the Commission
<b>EXTERNAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Officers of other government ministries and agencies</li> <li>• Private sector, civil society organizations and individuals</li> <li>• International Partners</li> </ul>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Ensure the timely and safe movement of PPCC staff and other authorized persons</li> <li>• Convey staff monitoring teams to and from field assignment areas in a convenient manner</li> <li>• Dispatch outgoing mails from the Commission to other institutions and/or individuals in a timely manner</li> <li>• Convey staff to training sessions conducted in and out of Monrovia</li> <li>• Operate the vehicle log to reflect details related to the movement of each vehicle, and prepare monthly reports</li> <li>• Assess vehicles to ensure that they are road-worthy at all times</li> <li>• Perform any other duties as may be assigned</li> </ul>
<b>OUTPUTS</b>	<ul style="list-style-type: none"> <li>• Monthly reports on vehicular movements</li> <li>• Safe and timely movement of PPCC staff and authorized persons</li> <li>• Expedient dispatch of outgoing mails</li> </ul>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• High School diploma or its equivalent. Skills in auto mechanics would be an added advantage</li> <li>• Minimum of five years experience as a corporate driver</li> <li>• Excellent personal and professional reputation</li> </ul>
<b>OTHER QUALITIES OR REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Must be able to communicate fluently in English, both orally and in written form</li> <li>• Organized and detail-oriented</li> <li>• Strong interpersonal skills and team spirit</li> <li>• Confidential, honest and reliable individual who shall be required to protect the information he/she comes privy to in the performance of his/her official duties</li> </ul>

All applications should be received not later than 4:00pm, on Tuesday, March 19, 2013. Please address applications to the attention of:

**Director of Finance and Administration**  
**Public Procurement and Concessions Commission (PPCC)**  
**Executive Mansion Grounds, Capitol Hill**  
**Monrovia, Liberia**  
**Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr)**