



**The European Union Delegation to Liberia, Monrovia is looking for:
Driver in the Administration Section.**

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the Liberia, Monrovia works in close coordination with the Embassies and Consulates of the EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Liberian government in areas that are part of the EU's remit.

We offer

The post of Driver (Local Agent Group V) in the Delegation's Administration Section. The team consists of 4 drivers and there are occasional atypical working hours. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of the Administration Section, providing expertise and assistance in driving and basic auto mechanical maintenance.

Following main tasks and duties are currently required:

- Drive, maintain and operate all vehicles assigned by the Delegation;
- Maintain logbook for vehicles and report each vehicle trip/movement daily;
- Report immediately to the Head of Administration, for action, any damage/repair that may be require for the vehicles;
- Ensure that all radio communication equipment (HF and VHF) are working;
- Ensure that vehicle servicing is carried out on time, especially regarding fuel, water, oil, all other fluids, tyres pressure, etc.;
- Provide driving and logistical support, and Undertake field visit (as requested);
- Carry out delivery/collection of letters, other items, etc., as may be necessary;
- Prepare situational report in cases of accident, or other abnormalities;
- Fill in for other drivers when absent, and participate in section meetings;
- Assist the Head of Administration as will be requested.

The base salary will depend on relevant and verified work experience. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected work start date will be June 1st 2025.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

- Minimum education in English evidenced by ability to read, write and speak clearly; and a valid drivers' license of the Republic of Liberia;

- Minimum of 4 years' work experience in driving diplomatic/international organisation vehicle;
- Very good knowledge of: Traffic Safety and Road Signs, Driving Rules and Regulations; and be responsible;
- Right to reside and work in Liberia, and be medically fit to carry out the tasks.

Assets / selection criteria (basis for awarding points to select the best applicant)

- High School Diploma will be considered as an asset;
- Professional Driving Skill and Auto-mechanical Maintenance Training;
- Computer literacy (word, excel), e-mail software and Internet applications.
- Ability to work well with and relate to people from different backgrounds.

Skills requested:

- Ability to communicate well in English, take & execute instructions well, respect confidentiality, be reliable, honest, proactive and well organised.
- Ability to listen, share information with talent for feedback, and sociability skills.

How to apply

Please submit your **application, consisting of a cover letter and Europass format CV** via DELEGATION-LIBERIA-HOA@eeas.europa.eu (Reference EUDEL Liberia – Job 39247) no later than 23:59 (Monrovia time) 7 April 2025. Only complete applications received on time via the above mentioned email address will be considered.

The successful candidate will be subject to a medical and background check.

The process

After the deadline for applications, the applications will be reviewed by a Selection Committee that will prepare a short-list of candidates who are the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. Only shortlisted candidates will be contacted to sit a written test or for interviews. The candidates who have not been short-listed will not be contacted.

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.