



REPUBLIC OF LIBERIA
Ministry of Mines & Energy
P. O. Box 10-9024
1000 Monrovia 10 Liberia, West Africa



**VACANCY FOR RECRUITMENT OF DRIVER FOR
PROJECT MANAGEMENT UNIT (PMU) OF SINOE COASTAL
DEFENCE PROJECT**

Project Title:

**ENHANCING THE RESILIENCE OF VULNERABLE
COASTAL COMMUNITIES IN SINOE COUNTY OF LIBERIA**

BACKGROUND

Liberia's coastal zone is adversely affected by several climate change impacts, including increases in i) sea level rise (SLR) of 20–30 cm by 2040–2059 resulting from rising temperatures; ii) the frequency of high-intensity coastal storms caused by strong winds blowing over the surface of the ocean; iii) the intensity of rainfall events, demonstrated by an increase in precipitation on the maximum rainfall day of 9–18% by 2041–2060; and iv) rainfall variability, with wet season rainfall increasing by 1–2% and dry season rainfall decreasing by 4–13% by 2040–2059. These climatic changes, which are projected to continue to intensify in the future under a range of SSP scenarios, exacerbate the impacts of heavy rainfall, storm surges, and wave action on the country's coastal areas. The impacts of climate change, combined with non-climatic drivers — such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution, and inadequate drainage systems — compromise the resilience of ecosystems and Liberian communities situated along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas, and sedimentation of rivers and freshwater resources as a result of SLR and higher-intensity rainfall events. The vulnerability of communities and ecosystems occurs through the: i) inundation and consequent damage of coastal infrastructure; ii) loss of fishery- and agriculture-dependent livelihoods; iii) decrease in stable income generation for coastal communities; iv) increase in conflict and competition over resources within communities; v) decrease in food and nutrition security; vi) increased risk of vector- and waterborne diseases through waterlogging; and vii) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia's coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of the Liberian government to provide basic services and adequate support for, inter alia: i) water and sanitation; ii) healthcare; iii) utility-scale energy; and iv) road infrastructure.

As a result of coastal communities in Liberia being threatened by damaging floods and erosion – both of which are increasing as a result of sea level rise as well as other impacts of climate change such as increasingly intense rainfall events – and the current limited financial and technical capacity at the national and county levels to address these threats, The project has now been approved for implementation. The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the

Project which is financed by a GEF Trust Fund grant and co-financed by UNDP and the Government of Liberia (GoL).

The proposed project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youth. Specifically, project interventions include: i) strengthening institutional capacity for climate change adaptation planning; ii) supporting innovative technologies for climate information and communication management; iii) introducing hybrid adaptation solutions, and iv) supporting resilient livelihood diversification through training and improved access to finance. The majority of the above interventions will target all coastal counties in Liberia, while hybrid adaptation interventions will be implemented specifically in Sinoe County, one of the country's most vulnerable counties. The project plans to implement a suite of adaptation interventions that will positively impact local communities by reducing their vulnerability and increasing their resilience to the impacts of sea level rise, intense coastal storms, as well as increasing rainfall variability. These interventions include, first, creating an enabling environment for local-level coastal adaptation planning and management in all coastal counties in Liberia, particularly by strengthening the capacity of the county- and district-level planners to implement measures that prevent and/or reduce the impact of frequent and intense climate change-induced flooding and erosion. The increased capacity of coastal county planning institutions will enable the improved management of coastal ecosystems that assist in reducing the impacts of increasingly intense flooding events and the implementation of adaptive infrastructure across Liberia's coastal counties. Secondly, the solution includes adopting an innovative sea and river defense and risk management (SRDRM) approach to support the adoption of integrated coastal zone management (ICZM) principles by setting a framework for infrastructure management along Liberia's coastal zone that demonstrates river and wetland management. This approach also involves improving response planning and communication mechanisms between the numerous institutions involved in coastal zone management. Thirdly, the project will design and implement climate-resilient sea and river hybrid defense solutions in Sinoe County which will reduce the impact of flooding and erosion from increasingly frequent and intense storms. By using engineered and nature-based solutions, coastal areas will be protected from SLR and extreme rainfall event-induced flooding and storm surges, as well as slow down the speed of flooding waters. Lastly, to reduce the vulnerability of coastal zones and communities, introducing sustainable, climate-resilient livelihood opportunities — that increase the adaptive capacity of coastal communities and reduce pressure on and degradation of surrounding ecosystems — will ensure the sustainability and effectiveness of the other adaptation interventions.

The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The UNDP – as an Accredited Entity to the GEF – will oversee the project execution undertaken to ensure that the project is being carried out following UNDP and GEF policies and procedures, and will provide quality assurance support services to the project.

The Project Management Unit (PMU) will assist in the implementation of the Project with support from the MME and EPA. The PMU staff will be hosted at the MME and will report to the Minister of the MME and the Executive Director/CEO of the EPA. The PMU – through the project manager – provides

strategic guidance and direction to the Project Board, the Minister of MME, the Executive Director/CEO of the EPA, and the UNDP Liberia Resident Representative.

The PMU now invites qualified and experienced individuals to submit their CVs, cover letters indicating their suitability for the post, and copies of credentials to the address indicated below.

Activity result		Delivery of quality driving service through good maintenance of the vehicle and safe driving.	
Assignment		Safe driving and adequate maintenance of the vehicle	
Reporting to:		Project Assistant Manager	
Location	Monrovia plus travel to Sinoe County for days throughout the contract duration	Duration	1 year; renewable each year for up to 6 years based on performance
<p>OBJECTIVE</p> <p>The driver's primary responsibility is to provide quality driving service for the project manager, PMU staff, national and international consultants, project stakeholders, and implementing partners relevant to the project. She/he must demonstrate a strong sense of responsibility, decency, and tact, as well as the capacity to interact with people from various national and cultural backgrounds. The driver must also apply and support a client-oriented approach per GEF, UNDP, EPA, and MME laws and regulations. She/he provides driving and administrative support, which helps in the effective and efficient running of the SINOE COUNTY COASTAL DEFENSE project.</p>			

DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the Project Manager and the supervision of the Project Administrative Officer, together with the Chief Technical Advisor, the driver will be responsible to perform the following:

- Timely and safe driving of project employees, consultants, project guests, project visitors, GEF, UNDP, EPA, and MME staff in the project official vehicles at the authorization from the project management;
- Performance tasks related to the daily maintenance of the vehicle;
- Maintaining daily vehicle logs (mileage, fuel consumption, travel routes) and submitting logs to the Administrative Officer on a timely basis;
- Ensuring that repair and maintenance services are done on project vehicles in time;
- Ensuring that all instructions regulating safe driving behavior and Rules of the Road are in hand and strictly followed;
- Ensuring that the vehicle has valid insurance and a first aid kit;
- Driving the project's vehicle for delivery and collection of mail, documents, pouches, equipment, and other administrative tasks as required under the project;
- Assist in the organization of and logistical preparation for field trips, etc.;
- Support in the registry of incoming and outgoing documents and correspondence;
- Provide clerical support to project activities;
- Assist in general maintenance of the office premises;
- Performing other duties as required.

PERFORMANCE INDICATOR FOR EVALUATION OF RESULTS

- Excellent driving skills;

- Relations with colleagues and ability to be an effective team player;
- Initiative;
- Communication and listening skills

COMPETENCIES

Skills and competencies expected of the individual:

- Communication;
- Delivery;
- Technical proficiency in vehicle maintenance;
- Excellent knowledge of the Liberian driving rules;
- Be proactive, energetic, and committed;
- Good interpersonal skills and team spirit;
- Punctuality;
- Ability to drive in difficult/extreme situations.

MINIMUM QUALIFICATION & EXPERIENCE

Minimum qualifications and experience:

- Secondary Education;
- Valid Liberian driving license (minimum category B, prefer;
- At least 2 years of professional driving experience in the NGO and INGO sector, especially a GEF funded project;
- Experience in driving in rough terrains, specifically in the rural areas
- Fluent English speaker

All applicants are encouraged to address their application as indicated below:

**The Procurement Officer
Project Management Unit
GEF/LDCF Sinoe County Coastal Defense Project
Ground Floor, Liberia Hydrological Service
Ministry of Mines and Energy
Old Road, Monrovia, Liberia**

Meanwhile, applications can be submitted via email at _____

The PMU will use a transparent and competitive screening process during its selection process; only qualified applicants will be contacted. **Qualified females are strongly encouraged to apply.**