



Office of the Human Resource Manager



## Vacancy Announcement

Hiring Entity: National Transit Authority

**Job: Heavy Duty Drivers**

Department: Operations/Administration

Position Reports To: Operations Manager

Location: Liberia, 15 Counties

Job Type: Full Time

Salary: Negotiable

Position Summary:

Opening date: April 23, 2026

The National Transit Authority is an Autonomous Agency established for implementing an effective and efficient systematic National Transit system for all citizens and foreign Nationals residing in Liberia. We provide and expand access to affordable, convenient, reliable and sustainable mass transit service to all parts of Liberia and neighboring Countries.

NTA seeks experienced and qualified Heavy Duty Drivers who meet the below requirements to submit applications for the position of Heavy Duty Driver to support the Operations of the National Transit Authority. The Driver reports directly to the Operations Department of the National Transit Authority and Under the Supervision of the Operations Manager. The Drivers will be responsible to support NTA mission in transporting people in and around Liberia in a safe manner in accordance with the local laws and policies, following traffic rules and Safety regulations strictly.

### **DUTIES AND RESPONSIBILITIES**

- Understands the basic operations and maintenance requirements of vehicles
- Ensures the safety and comfort of all passengers at all times
- Treats passengers with respect and courtesy regardless of gender, age,

Religion, nationality or Political Affiliation.

- Always keep supervisor informed if driving at night or driving into areas considered potentially unsafe
- Assists passengers with schedules, routes and direction information
- Performs other related duties as directed by supervisor and respond to calls by NTA Management for weekend duty
- Carries out necessary inspections before Driving
- Maintains accurate records including vehicle logs, fuel, oil change,
- Follows the safety and security guidelines
- Notifies supervisor of any safety or maintenance concerns
- Makes sure safety belts are properly fastened while driving
- Comply with all applicable safety requirements, laws and regulations of Liberia.
- Performs duties within the context of objectives; Performs any other approved job assigned by the supervisor or management
- Builds and maintains positive working relationships with co-workers, and other employees

#### **KNOWLEDGE AND EXPERIENCE**

- High School Diploma, and WAEC Certificate
- vocational heavy-Duty Diploma or Certificate
- Valid Heavy-Duty Drivers' license and extensive driving experience over 3yrs required
- Clean driving and criminal record
- Good spoken English
- Thorough technical knowledge of heavy-Duty Vehicle
- Conscientious with an excellent sense of judgment
- Strong organizational skills
- Ability to work simultaneously on multiple tasks
- Willingness and ability to work effectively with a wide variety of people

Interested applicants should send their applications and CVs including three professional references, email addresses and telephone numbers specifying the position title and email to [kvarmah@nta.com.lr](mailto:kvarmah@nta.com.lr), [magbollah2013@nta.com.lr](mailto:magbollah2013@nta.com.lr), [infor@nta.com.lr](mailto:infor@nta.com.lr) or A hard copy at the Human Resources Department at the National Transit Authority Office on the Japan Freeway, Garnersville

#### **Females Applicants ONLY**

**Submission Deadline is 5:00pm, April 30,2026. Only short-listed candidates will be contacted.**