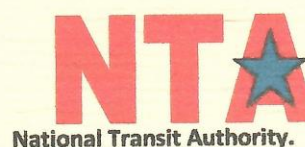




Office of the Human Resource Manager



National Transit Authority.

VACANCY ANNOUNCEMENT

Hiring entity: National Transit Authority

Job: Heavy Duty Driver

Department: Operations

Position Reports to: Operations Manager

Location: Liberia, 15 counties

Salary: Negotiable

Opening date: September 14, 2026

Position Summary:

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 services to all parts of Liberia and neighboring countries.

The 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 its operations. The drivers report directly to the operations department and under the supervision of the operations manager. The drivers will be responsible to support the NTA mission in transporting people and goods in and around Liberia in a safe manner and in accordance with the local laws, policies, traffic rules and safety regulations.

DUTY AND RESPONSIBILITIES

- Understands the basic operations and maintenance requirements of vehicles
- Ensures the safety and comfort of all passengers at all times
- Treats all 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 responds to calls from Management for weekend duty
- Carries necessary inspections before driving
- Maintains accurate records including vehicle logs, fuel and changing of oil
- Follows the safety and security guidelines
- Notifies supervisor of any safety or maintenance concerns
- Makes sure safety belts are properly fastened while driving
- Complies with all applicable safety requirements, regulations and laws 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 WASSCE or WAEC certificate
- Vocational heavy duty diploma or certificate
- Valid heavy duty driver's license (class C) and extensive driving experience for over three years required
- Copy of National Identification Card
- Clean driving and criminal records
- Good spoken English
- Thorough technical knowledge of heavy duty vehicles
- Meticulous with an excellent sense of judgement
- Ability to work simultaneously on multiple tasks
- Willingness and ability to work effectively with a wide variety of people

Interested applicants are required to submit their applications and CVs including three professional references, email addresses and telephone numbers specifying the position title to these email addresses: kvarmah@nta.com.lr / magbollah2013@nta.com.lr / magbollah2013@gmail.com. Also, a hard copy can be submitted to the Human Resources Department at the National Transit Authority office on the Japan Freeway.

Submission deadline is 5:00pm, September 27, 2026. Only short listed candidates will be contacted.