



Office of the Human Resource Manager

National Transit Authority Vacancies Announcement

Hiring Entity	National Transit Authority (NTA)
Location	Across NTA Functional Regions, Liberia
Job Title	Conductor
Posted On	July 22, 2025
Application Deadline	August 2, 2025
Employment	Contract
Salary Type	Negotiable

Position Summary

Section: Revenue

Reports To: Assistant Revenue Manager

The Conductor plays a key support role in the day-to-day operation of transit services. The primary responsibility is to assist the driver in managing passengers, collecting fares, maintaining order, and ensuring adherence to safety and service standards during the journey.

Key Duties

- Collect and issue fare tickets according to the approved fare structure.
- Welcome and assist passengers in boarding and disembarking.
- Ensure proper seating and standing arrangements to avoid overcrowding.
- Communicate destination and route information to passengers.
- Maintain order and ensure passenger safety while in transit.
- Assist elderly, disabled, and vulnerable passengers when necessary.
- Coordinate with the driver to manage route stops and time schedules.
- Check for lost-and-found items and report them appropriately.
- Ensure cleanliness of the bus interior before and after trips.
- Record and report daily ridership, fares collected, and other required data.
- Comply with all NTA policies, code of conduct, and customer service standards.
- Perform any other duties assigned by the supervisor or management.

Qualifications

- High school education (WAEC/WASSCE certificate preferred).
- Previous experience in a similar role or customer service setting is an asset.
- Basic numeracy and literacy skills (for fare handling and passenger records).
- Good physical condition and ability to work long hours, including weekends.
- Familiarity with NTA routes and services is an advantage.

Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in subject line

Email to: kvarmah@nta.com.lr/ magbollah2013@nta.com.lr Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

NTA is an Equal Opportunity Employer – Females are encouraged to apply

Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.