



Office of the Human Resource Manager

National Transit Authority Vacancies Announcement

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

Position Summary

- **Department:** Operations
- **Reports To:** Operations Manager

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.

Key Duties

- 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.
- Assists passengers with schedules, routes and direction information
- 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

Qualifications:

- Completion of High School education
- Vocational Certificate in Driving or Professional Certification in a related discipline
- At least five (5) years of demonstrated experience in heavy-duty driving
- Possession of a valid Heavy-Duty Driver's License issued in accordance with Liberian transport regulations
- Good physical condition and ability to work long hours, including weekends.

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.