



Office of the Human Resource Manager

Vacancy Announcement

Hiring Entity: National Transit Authority (NTA)

Job: Masons, Plumber & Carpenter

Department: General Services

Position Reports To: Assistant Administrative Manager for General Services

Location: Liberia, Cover NTA functional Region

Posted: April 25, 2025

Job Type: Contract

Salary: Negotiable



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 service to all parts of Liberia and neighboring countries.

NTA seeks experienced and qualified Liberians who meet the below requirements to submit applications for Carpentry, Masonry and Plumbing position to support the General Services Department of the National Transit Authority. We seek to hire skilled Liberians to work in our General Services Department

1. Masons

Duties and Responsibilities

- Construct and repair walls, pavements, partitions, and other structures using brick, concrete blocks, and other masonry materials.
- Carry out plastering, flooring, tiling, and concrete works in NTA buildings and facilities.
- Assist in the construction or renovation of bus terminals, offices, and other infrastructure projects.
- Interpret construction drawings and ensure masonry work is aligned with the design specifications.
- Mix and pour concrete, set formwork, and finish surfaces according to required standards.
- Collaborate with carpenters, electricians, plumbers, and other technicians on maintenance or construction tasks.

- Ensure proper use and maintenance of masonry tools and equipment.
- Adhere to all workplace health and safety regulations and report any hazards or incidents.

Qualification and Experience

- High School Diploma
- Vocational training or diploma or certificate
- A minimum of 4 years' experience in Masonry
- Ability to read and interpret construction drawings or blueprints.
- Knowledge of materials, tools, and equipment used in masonry.
- Familiarity with safety standards and procedures in construction/maintenance.
- Ability to work standing or in a crouched position for long periods

2. Plumber

Duties and Responsibilities

- Perform frequent checks of all plumbing materials or facilities and other tasks of such categories
- Service and repairs pipes, pipelines, commodes and other plumbing materials
- Perform miscellaneous work (clearing, mopping, grass cutting, etc.)
- Must be flexible in work and be able to work random, rotating, split shifts
- Assist the carpenter in the discharge of his duties
- Must be properly dressed in line with management description
- Perform any other duties assigned by the supervisor

Qualification and Experience

- High School Diploma
- Vocational training, diploma or certificate
- A minimum of 4 years' experience in Masonry
- Ability to read and interpret construction drawings or blueprints.
- Knowledge of materials, tools, and equipment used in plumbing.
- Familiarity with safety standards and procedures in construction/maintenance.
- Ability to work standing or in a crouched position for long periods

3. Carpenter

Duties and Responsibilities

- Construction and repairs of roofs
- Perform frequent checks of all furniture, doors and other materials of such categories
- Service and repairs furniture, doors and other fixtures
- Perform miscellaneous work (clearing, mopping, grass cutting, etc.)
- Must be flexible in work and be able to work random, rotating, split shifts
- Assist the plumber in the discharge of his duties
- Must be properly dressed in line with management dress code policy
- Perform any other duties assigned by the supervisor

Qualification and Experience

- High School Diploma or Collage Graduate
- Vocational training or diploma or certificate
- A minimum of 4 years' experience in Carpentry
- Ability to read and interpret construction drawings or blueprints.
- Knowledge of materials, tools, and equipment used in Carpentry.
- Familiarity with safety standards and procedures in construction/maintenance.
- Ability to work standing or in a crouched position for long periods

Application Process

Interested applicants should send their applications and CVs including three professional references, email addresses and telephone numbers specifying the **Position Title** and email to kkolako2016@gmail.com/ magbollah2013@gmail.com or A hard copy at the Human Resources Department at the National Transit Authority Office on the Japan Freeway, Gardnersville, Monrovia, Liberia.

NTA believes in the fair and transparent recruitment process and does not discriminate in its selection process. However, we reserve the right to accept or reject any application that does not meet our requirements. **Female Applicants are encouraged to apply.**

Submission Deadline is 5:00pm, May 3, 2025. Only short-listed candidates will be contacted.