



Children's Voice Today

VACANCY OF DRIVER

Children's Voice Today (CVT) is a child/youth led organization that was established in 2001 to promote the rights of the child through meaningful child participation where children/youth initiate and lead all activities of the organization. Since its start, CVT was envisioning a child-friendly society where children enjoy their rights without discrimination and have equal opportunities to realize their full potential. With its mission, CVT is committed to be the voice of Rwandan girls and boys, to empower them to advocate for their rights and to fight violence against children. CVT believes in partnership to create long lasting change. CVT is a member of the African Movement of Working Children and Youth (AMWCY) based in Dakar – Senegal, CVT is a member of child rights coalition in Rwanda known as Coalition Umwana Ku Isonga based in Kigali – Rwanda and a member of a consortium of street children network based in UK. CVT is looking for qualified, self-driven and committed individual to this position, based full time in Nyarugenge and sometime drive from Kigali to outside of Kigali.

DUTIES AND RESPONSIBILITIES

THE PRIMARY DUTIES & RESPONSIBILITIES

- Drive office vehicles for the transportation of CVT staff and visitors with other authorized personnel
- Transport CVT goods to their destination in a safe, responsible and timely manner
- Collection and delivery documents and other courier items in a safe, responsible and timely manner
- Ensure that all assignments and trips are authorized, embarked on and completed on time, with all travel and delivery requirements as per the office standards
- Oversee the day-to-day maintenance of the assigned vehicles including checking the oil, water, battery, brakes, tires etc. and log them in the start-of-the-day checklist
- Perform minor repairs and/or arrange for other repairs by logging and urgently reporting to the supervisor
- Ensure that vehicle are driven safely, optimizing engines use, economizing fuel as well as minimizing wear and tear
- Report all vehicle maintenance problems, incidents, accidents and damage using official forms immediately to the supervisor
- Guard vehicle against theft and vandals and ensure that vehicles are locked and parked in the officially assigned locations
- Ensure that the steps required by CVT rules and regulations are taken into consideration in case of involvement in an incident or accident or damage to the vehicle
- Appropriately log official trips, daily mileage, gas consumption, oil changes, greasing etc. using the official CVT log books

- Submit assigned vehicle performance and activities accounted for at the end of every week to the supervisor
- Maintain vehicle safety standards as per the CVT driver's guidelines at all times
- Ensure full accountability for time, assignments and activities on a weekly basis to the supervisor
- Ensure the cleanliness of the vehicle at all times
- Respect the speed limits and obey all other Rwanda traffic laws when driving CVT vehicles
- Be available to work longer hours, after hours and weekends, and when necessary or in an emergency
- Assist in loading and unloading of vehicles when necessary
- Perform any other duties assigned by the supervisor, or any other CVT Senior Managers

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

- Valid Rwanda driver's license Level B
- Demonstrated understanding of transportation law
- Excellent driving skills with minimum 5 years' experience as driving with good driving record
- Experience in driving through the remote parts of the country
- Good judgment in traffic and knowledge of traffic patterns
- Good knowledge about car mechanics
- Good in communication in English and Kinyarwanda language skills preferable
- Holder of qualification in Vehicle Maintenance and Repairs desired

KEY BEHAVIORS & ABILITIES:

- Flexible, effective team work and interpersonal skills
- Well-organized, systematic, careful, responsible, trustworthy and punctual
- A team player – personable, caring, helpful, reliable and diplomatic
- Good personal grooming and personal presentation
- Must be able to perform all physical aspects of the above job duties
- Willingness to work long and irregular hours, shift duty and on public holidays as required
- Willingness to take regular and extensive travel to CVT project areas in provinces
- Commitment to the aims and goals of CVT
- Discreet and respectful of confidentiality
- Able to work under little to no supervision

APPLICATION GUIDELINES:

Please submit 1 page Cover letter, an updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor - via email to: cvtkigalirecruitment@gmail.com with the position applied for clearly indicated in the subject line. The deadline for submission of applications is **February 22, 2021**. Only applications received through the above stated email address will be considered. Only shortlisted candidates will be contacted.