



SPECIAL DRIVERS UNITED LTD

Kigali-City, Gasabo District, Gisozi Sector;

KG 665St, Kigali

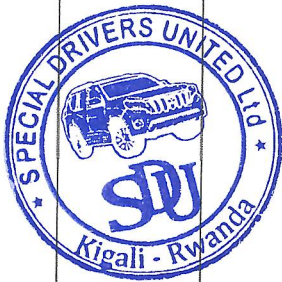
Duhahirane Cooperative Building 2nd floor, doors 4, 14, and 15

Phone: 0786294476 MD 0785758153 Charoi

JOB ANNOUNCEMENT AT SDU LTD

Special drivers united ltd "SDU Ltd" known as an authorized transport company, by using the following moto vehicles: JEEP, PICK UP, BUS, and TRUCKS AND SO ON...by which are hired for rent purposes, Special drivers united ltd (SDU Ltd) is seeking to recruit an experienced managing director and fleet officer-

Position	Number of positions	Education background	requirements	Duty and responsibilities
Managing Director	1	Bachelor's degree in: business administration, management, economics, project management	<ul style="list-style-type: none"> -Integrity -Documents preparation with analytical approach skills -Very good at project management and the well managed returns, and never have been experienced bankruptcy -at least five years of experience in company management. -Driving Licence category B 	<ul style="list-style-type: none"> a. Monitoring activities and ensuring that employees fulfill their responsibilities Supervise employees tasks for performance appraisal purposes b. Monitoring of employees and help them to accomplish their tasks and providing training where it is necessary Prepare all documents to be approved by the board of directors Preparation of financial reports and bank statements summarization for the board of directors' approval purpose. tender documents preparation and market expansion concern c. verification for the debtors and creditors documents as far as cash collection and payment due are concerned d. Human resource management as far as solving employees' issues and other administration issues related are concerned. e. Notice to the board of directors for the urgent issues f. To assure that the SDU Ltd politic or policy is implemented g. To implement the all board of director resolutions. h. Annual action plan preparation i. Reporting the company activities on the monthly basis j. Any other tasks from the superiors



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Fleet officer	1	A2 Certificate in any option	Driving Licence category B At least five years of experience	<ul style="list-style-type: none">a. Receiving the purchase orders from government entitiesb. Work deployment to SDU members by starting from the shareholdersc. Daily follow up for the vehicles on the duty on daily basis as far reports and purchase order are concerned.d. Further documents verification towards the vehicles from the duty.e. Report towards the vehicles on duty as well as the back from duty on weekly basis as far as the documentation and filing are concernedf. Follow up and solving the disputes between the stakeholders and the deployed on the duty as far as issues reporting is concernedg. To assure Customer relations concernh. Any other tasks from the superiors
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How to apply

Interested candidates should send their application files (CV, Academic certificate, and cover letter addressing to SDU chairperson) via E-mail: boardspecialdrivers@gmail.com, –not later than 08th November 2021 at 05:00 pm.

Only shortlisted candidates will be contacted.

Done at Kigali on 4 October 2021

Jovithe SIBOMANA

SDU LTD Chairperson

