



Driver - BSF Project

1. Introduction.

Vétérinaires Sans Frontières Belgium (VSF-B) is an International NGO based in Belgium whose vision is Healthy Animal, Healthy Human, in a Health Environment while its mission is "to strengthen the capacities of disadvantaged, livestock dependent communities to improve their well-being".

Created in 1985, VSF-B currently work in 10 African Countries and has been working in Rwanda since the year 2001 in different facets of community mobilization and development, through implementation various projects/programmes ranging from education, different aspects of animal health & improved animal management, agriculture, food security & livelihood, income generation & access to finance, green energy and different aspects of integrated environmental & natural resources management; across 15 districts of the country (for more information visit www.vsf-belgium.org).

Since December 2021, VSF-B have received the fund from the Belgian Cooperation Agency (Enabel) to implement a two years project commonly known as "Piloting Black Soldier Flies Farming in Rwanda (BSF project)" in Rusizi, Gisagara, Rulindo and Rwamagana districts. The project fall under the umbrella, & contribute to a multi-actors' project called PRISM (Partnership for Resilient and Inclusive for Small Stock Market) which is led by Rwanda Agriculture & Animal Resources Development Boards.

2. Terms of references

With reference to the above; VSF-B is looking for a suitable candidate to fill a position for a Project a driver

Position Title: Project Driver

Reporting to: Administration and Finance Officer - Rwanda

Location: VSF-B Rwanda Head Office, Kigali, Rwanda

Contract Length: Two years fixed term contract

Start date: April 2022

Job key tasks and responsibilities:

The responsibilities are but not limited to:

- Transportation of VSF-B personnel, partners and guests as well as other required items
- Assisting with loading and unloading items from vehicles.
- Drive safely and respect of time;
- Adhering to assigned routes and following time schedule
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries;
- Report any accidents or injuries to Supervisors immediately in case of accidents.
- Perform vehicle inspection such as checking fluid level, tire pressure and timely service or repairs.
- Notify supervisors about any major repairs and maintenance.
- Maintain the vehicle clean and safe.



- Transport of VSF-B courier and work with support team to provide exceptional customer services and address customer concerns;
- Perform vehicle inspection before and after each trip
- Adhere to VSF-B operating policies and procedures.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork;
- Additional responsibilities may be added based on need, competency, and interest.

Requirements Of the Post

- Minimum of high school degree
- Proven 5 years of working experience
- Valid driving 's license: minimum of category B (additionally having a driving license category D and or F shall be an added value).
- Basic knowledge of vehicles mechanics is an added value.
- Excellent organizational and time management skills.
- Good driving record with no traffic violations.
- Attention to detail.
- Good verbal and written communication skills;
- Ability to communicate in English and or in French, the communication in both language is an added value;

Key Deliverables

- Customer's oriented
- Accurate, up to date, car log;
- Schedule of routine car maintenance
- Well maintained and safe organization's vehicle
- Routine maintenance checks with minimal oversight

Attitudes

- Respectful of others and other cultures;
- Ownership of VSF-B's values, mission and vision;
- Is of unimpeachable integrity and expects the same from others;
- Excellent participatory approach, flexible and patient;
- Have a learning attitude;

How to apply

Interested candidates should address their application enclosed with a cover letter, Curriculum vitae, academic documents and other certificates to the Country Representative of VSF-B in Rwanda delivered in a **single PDF document** to e-mail: recrutementrwanda@vsf-belgium.org, with copy to: e.musengiyaremye@vsf-belgium.org, and to d.ripoche@vsf-belgium.org ; not later than 10th January 2022 at 5:00 p.m.



Notice:

- The subject of the e-mail should be mentioned **“Application for the position project Driver - Piloting black soldier flies farming in Rwanda(BSF) Project”**
- Only short-listed candidates will be contacted for written interview.
- Late application will not be considered.
- Due to the COVID-19 pandemic prevention measures, only soft copies sent via pre-mentioned emails will be accepted.

Done at Kigali, on 28 December 2021



Expedit MUSENGIYAREMYE

Rwanda Office Coordination and Great Lakes Regional Monitoring and Evaluation Officer.

Vétérinaires Sans Frontières Belgium