

Recruitment of a Driver, Rwanda

Since 2012 SKAT Consulting Ltd is implementing the project known as PROECCO (Promoting off-farm employment and income in the Great Lakes Region through climate responsive construction material production) funded by the Swiss Development Cooperation (SDC). The project is implemented through three project offices/information points in Kigali-Rwanda (Regional Coordination Office), Bujumbura-Burundi and Bukavu- South Kivu. The overall aim of the project is to minimise the impact of building material production on the environment while improving the livelihoods and working conditions of workers in the building material sector.

In this context, Skat Consulting Rwanda is seeking an experienced individual to fill the position of **driver** to provide travel for the country team during program activities and ensure the supply of the country office stocks. The role reports to the Chief of Administration and is based in Kigali.

Our offer

We offer attractive remuneration and working conditions as part of Skat Consulting Rwanda dedicated and dynamic team.

Duty station, beginning of the assignment and contract duration

- Kigali, Rwanda
- 100 % working time
- Duration: start as soon as possible, preferable August 15, 2022 until end of current project phase on 31.12.2024

Responsibilities and Duties:

As required, and not limited to what is mentioned, the driver will have the following responsibilities:

Nature of the tasks related to driving

- Ensure the safe and reliable transportation of project staff and guests. Transport is not limited to Kigali and will require frequent trips to rural areas. Overnight stays will be required at times;
- Day-to-day inspection, maintenance and cleaning of the assigned vehicle;
- Notify supervisors about any major repairs and maintenances;
- Perform minor repairs and arrange for other repairs;
- Prepare the requisition of any repairment or maintenance;
- Use the project car in project activities, and run internal program errands only;
- Drive vehicles to designated destinations as per the request of project staff;
- Analyze destination, determine appropriate routes and maintain schedule;
- Respect driving laws and road regulations;
- Always Interacting with Program personnel and partners professionally;
- Responsible for the maintenance of the vehicle logbook;

- Ensure the technical supervision of the deadlines for oil changes, technical visits and renewal of the vehicle's insurance;
- Keeping vehicle mileage records and repair records up-to-date;
- Carry out his/her duties in accordance with the various codes of ethics and conduct as well as the Program's management procedures;
- Report any accidents or injuries to supervisors immediately;
- Independently maintain up-to-date knowledge of health and safety;
- Carry out any other task that may be entrusted to him/her within the scope of his/her competence.

Nature of the tasks related to logistics

- Participate in the management of the fleet of vehicles and coordinate the movements of the driver(s);
- Assist in the management of stocks and office supplies.

Qualifications, Experience and Skills

The post holder will demonstrate a high degree of deductive reasoning, planning, organization, and facilitation while introducing innovations needed to meet the demands of the function.

- At least Ordinary level certificate
- Driving certification, Driving Class: B, C and D is an added advantage, with at least 3 years of experience
- No road safety-related fines or convictions
- Thorough knowledge of road rules and regulations
- Skills in minor vehicle repair
- Experience driving in rural areas under difficult conditions
- Fluent in English and Kinyarwanda. Knowledge of French is an added advantage
- Basic Computer Skills (Excel and Word) preferred
- Outstanding character and integrity
- Demonstrated ability to collaborate with professionals at all levels in diverse settings; must be flexible, reliable, responsive and resourceful
- Demonstrated organizational and communication skills
- Commitment to social justice and health care equity
- Knowledge of the Kigali's road network

Female candidates are highly encouraged to apply.

Deadline for Submission of Application

Eligible and interested candidates should submit a letter of application and a detailed CV in electronic format with name and "Driver, Rwanda" in the subject line **no later than July 15, 2022** by email to: procurement@int.skat.ch, attn. Mrs. Cristelle GHOMSI.

To be considered, all candidates shall include the name and contact information of two (2) references in their submission.