



SPECIAL DRIVERS UNITED LTD

Kigali City, Gasabo District, Kimironko Sector, Bibare Cell
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SPECIAL DRIVERS UNITED (SDU) is a Rwandan-owned land transportation company limited by shares. The company was founded and registered with the Rwanda Development Board (RDB) in April 2019 and was issued with a license by the Rwanda Utilities Regulatory Authority (RURA) in May 2019. The company operates as a common billing platform for a group of vehicles owners. This enables the company to access the corporate market which includes government agencies and private companies. Special drivers united (SDU) is seeking to recruit an experienced Head of Operations, the required skills and other requirements are outlined below.

Main duties:

- Supervision of staff in Operations department
- Participate in management meeting
- Monitoring logistic operations
- Monitoring and supervision of company fleet
- Monitoring and reporting of deployment operations
- Supervision and make sure company IT operates perfectly
- Participate and supervision of preparation and submission of tenders
- Reconciliation between deployment system and the sales in Quickbooks
- Supervise the issue of road maps in deployment system
- Perform marketing activities
- Perform and supervise all commercial issues
- Preparation and Submission of monthly logistic reports
- Preparation and Submission of monthly marketing reports
- Preparation and submission on monthly commercial reports
- Control and be responsible for entries in deployment system
- Participation in preparation of Annual action plan
- Monitoring periodic Assets inventory

Requirement for the position:

- Rwandan by nationality,
- Having honor's degree in IT, Marketing, Business, Management and other related field,



- Experience of at least 5 years in operations department,
- Demonstrate ability to manage a team,
- Good criminal records,
- Having scored at least 70% or equivalent in Secondary school (for the last three years of secondary studies),
- Good knowledge in IT with proof,
- Having scored at least 70% or equivalent in University studies (Average of full academic studies)
- Be able to work anywhere in Rwanda without any obligation beside the contract,
- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly
- Excellent administrative skills are required and strong qualities in working with teams,
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) and interpersonal skills.
- Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Proof for at two softwares used in company operations,
- Proficiency in MS Office Suite (Word, Excel, Access etc),

Interested candidates should send their application all in one file: Cover Letter, CV with 3 persons references, Academic certificates and others professional trainings, Proof of Experiences and everything that must prove every requirement above, and *addressing the application to SDU chairperson via E-mail: specialdriversunited@gmail.com or in hard copies at the Head offices of SDU Ltd (KG 200St, Plot 31, Kimironko, Gasabo, Kigali) not later than ~~21~~ ^{27th} January 2024 at 05 :30 PM.*

Only shortlisted candidates will be contacted.

Done at Kigali on 20th January 2024

- Hatibu Rwakayikara 
- SDU LTD Chairperson

