



VACANCY ANNOUNCEMENT (INTERNAL)

JOB TITLE: DRIVER

FXB Rwanda is a Rwandan Local Non-Governmental Organization (NGO) created in February 2012. It is affiliated to FXB International; an international NGO created in 1989, whose mission is to fight poverty and HIV/AIDS. FXB Rwanda is currently seeking to recruit for the following positions:

Position title: Driver

Reports to: Program Coordinator

Number of position: 3

Job location: Nyanza sub office, Muhanga Sub office & Rwamagana Sub office

Period: One year renewable based on performance

JOB PURPOSE:

The Driver will technically support the implementation of USAID Turengere Abana program in accordance with FXB Rwanda's annual work plan as per the administrative/transportation regulations and standard operating procedures. She/He will be responsible for transporting program, administrative staff by vehicle in FXB Rwanda areas of operation.

MAJOR DUTIES AND RESPONSIBILITIES

- ✓ Drive office vehicles for the transportation of FXB Rwanda staff and other authorized personnel,
- ✓ Collection and delivery of 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 office standards,
- ✓ Oversee the day-to-day maintenance of assigned vehicle including checking the oil, water, battery, brakes, tires etc.,
- ✓ Ensure that vehicles are driven safely, optimizing engines use, economizing fuel as well as minimizing wear and tear,
- ✓ Report all vehicles maintenance problems, incidents, accidents and damage immediately to the supervisor,
- ✓ Guard vehicles against theft and ensure that vehicles are locked and parked in the officially assigned locations,
- ✓ Ensure that the steps required by traffic laws and FXB Rwanda rules and regulations are taken into consideration in case of involvement in an accident, incident or damage to the vehicle,
- ✓ Appropriately log official trips, daily mileage, gas consumption and oil changes,
- ✓ Ensure the cleanliness of the vehicle at all times,
- ✓ Respect the speed limits and obey all Rwanda traffic laws when driving FXB Rwanda vehicles,
- ✓ Assist the finance department for the update of the vehicles insurance and vehicles registration and de-registration,
- ✓ Be available to work longer hours, after working hours and week end when necessary,
- ✓ Perform any other duties assigned by the her/his hierarchical supervisors



DESIRED COMPETENCES

- ✓ High school diploma,
- ✓ Valid Rwanda driver's license Level A,B and D
- ✓ Demonstrated understanding of transportation law,
- ✓ Excellent driving skills with a minimum of five (5) years' experience in driving with a good driving records,
- ✓ Experience in driving through the remote parts of the country
- ✓ Good judgment in traffic and knowledge of traffic patterns,
- ✓ Good communication in English , French and Kinyarwanda
- ✓ Work experience in international and Local NGOs is an added advantage

KEY BEHAVIORS AND ABILITIES

- ✓ Flexible, effective teamwork and interpersonal skills,
- ✓ Well organized, systematic, careful, responsible, trustworthy and punctual,
- ✓ A team player – caring, helpful, reliable and diplomatic,
- ✓ Must be able to perform all physical aspects of the above job duties,
- ✓ Able to work under little to no supervision.

APPLICATION GUIDELINES

Interested candidates with required skills and competences are requested to submit their applications (only **soft copies** will be accepted) addressed to FXB Rwanda Executive Director. The applications include **motivation letter, CVs** and well completed **FXB application form** (found here: http://www.mediafire.com/download/68hw76cw49ch06q/Job_Application_Form_-_FXB.pdf) must be submitted via email: info@fxbrwanda.org with the job title being applied for as the email subject not later than Thursday, October 8th, 2020 at 4:00pm. Only shortlisted candidates will be contacted for exams.

Done at Ruyenzi, September 28, 2020

HABYARIMANA Emmanuel
Executive Director