



JOB OPPORTUNITIES

Ruhengeri Institute of Higher Education (INES-Ruhengeri) is calling for applications for the following vacant position:

POSITION: DRIVER

- Available position: **One (1)**
- Supervising Organ: The Deputy Vice-Chancellor of Administration and Finance of INES-Ruhengeri
- Duration: Two (2) years renewable upon the performance

Key roles and responsibilities

- **Car Inspection:** The employee will have to inspect the car for safe driving before, during, and after trips, and submit a timely report on the condition of the used car at the end of each trip;
- **Coordination:** The employee will lead and coordinate the team of INES-Ruhengeri drivers and plan for their rotations;
- **Maintenance:** The employee will arrange for vehicle care, reparation, and maintenance *i.e.*, oil change, tire rotation, cleanliness, *etc.*;
- **Planning:** The employee will prepare the route plan and requirements by studying the schedule or ad-hoc requests from the Supervisors;
- **Recording:** the employee will maintain records required for compliance with domestic and international regulations *i.e.*, insurance, duty status, mileage, technical control, *etc.*; and
- **Reporting:** The employee will report all accidents and incidents involving drivers or equipment of the institution.
- **Driving:** The employee is requested to drive defensively to ensure safety, laws and regulation abidance, *etc.*, and;
- Participating in community services activities.

Qualifications and Experiences

- Valid driving license: Category B & D are a must;
- At least having five (5) years of experience in driving;
- Having succeeded the Junior Secondary School (Ordinary level);
- Knowledge of English and French is an advantage;
- Knowledge of car mechanics.



Skills and Competences

- Confidentiality;
- Displaying unblemished criminal records;
- Proven experience in leadership, and team management;
- Ability to establish effective relationships with staff and students;
- Outstanding communication skills; reflective and critical thinking approach and;
- Display calmness under pressure and have a sense of humor

How to apply

Detailed Curriculum Vitae with proof of required working experience, certified copies of the degrees, a copy of national identity card or passport, driving license; other certificates and any other useful documents with an Application Letter addressed to the Vice-Chancellor of INES-Ruhengeri should be submitted electronically, in **one (1) single pdf file** via info@ines.ac.rw with a copy to hr@ines.ac.rw or physically via the Central Secretariat of INES-Ruhengeri not later than **September 21, 2022, at 00:00 AM**.

Done at Musanze, on September 14, 2022.

Fr. Dr. BARIBESHYA Jean Bosco
Vice-Chancellor

