

The Management of Gotis Ltd would like to inform the public that, it is recruiting qualified and experienced staff on the position of Driver.

No	Job Title	Key role: Responsibilities and qualifications required
1.	Driver	<p>CAR INSPECTION.</p> <ul style="list-style-type: none"> i) Inspect the car for safe operating condition before and after trips and report to Logistics Coordinator enquiry. <p>PLANNING.</p> <ul style="list-style-type: none"> i) The driver will plan route and other requirements by studying trip schedule according to the client need. ii) Transporting client to different places county wide according to the preference of the client iii) Reporting all accidents and incidents involving drivers and company equipment <p>REPORTING.</p> <ul style="list-style-type: none"> i) Maintain records required for compliance with state and federal regulations including drivers record of duty status in logbook in addition to other records as required by Rwandan law. ii) Checking safety tools and report for replenishment if needed. <p>MAINTENANCE.</p> <ul style="list-style-type: none"> i) Arrange for vehicle care and maintenance i.e Oil change, Greasing, Tyre change and wheel alignment. ii) Fulfil special requests by the Management including handling the luggage of clients, delivering items as directed by supervisors and making sure every equipment is its position. <p>CONFIDENTIALITY.</p> <ul style="list-style-type: none"> i) Maintain passengers' privacy and confidential by keeping information and or anything heard from clients of Gotis Ltd when driving them. ii) As service providing company the drive of Gotis Ltd will keep the privacy of the company and comply to company policy
		<p>QUALIFICATIONS AND EXPERIENCE.</p> <ul style="list-style-type: none"> i) Diploma (A1) in any discipline with 5 years driving experience ii) Rwandan driving Licence category B and D and or D1 iii) Proficient in English or French iv) Having experience on driving Diplomats, Tourists, and high-profile clients.
		<p>ADDITIONAL SKILLS.</p> <ul style="list-style-type: none"> i) Speaking and understanding other regional languages is additional advantage (Kiswahili) ii) Ready to work under pressure even night shifts or old hours when necessary for the best of the company.

		<p>iii) Ready to work out of Kigali once you are requested to do so by the company</p> <p>iv) Best knowledge of different places in Rwanda most especially touristic areas is additional advantage</p> <p>v) For gender equality, we encourage ladies to apply for this position.</p>
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MODE OF APPLICATION.

Duly signed application letter addressed to The Managing Director Gotis Company Limited together with updated detailed Curriculum Vitae, copies of both professional and academic certificates, at least (3) names and address of reference person, Copy of National ID, copy of Driving Licence must be attached on the CV. The application will be sent at the following Email: gotislimited@gmail.com

Deadline is 15/05/2022 end of business.

Done at Kigali on 04/05/2022

