



Willows International (WI) is a non-profit organization that expands the utilization of comprehensive reproductive health services by providing individualized information, education, counselling, and referrals to women/and their partners in communities in need of such services and has been operating in Rwanda for over a year.

## **DESCRIPTION**

The Driver will operate WIR vehicle, transport Willows' staff and any other assigned guests or couriers. The driver will ensure the vehicle is maintained in good condition.

### **Essential Duties:**

- Practice safe driving habits
- Follow all national safety regulations and standards
- Accurately follow routes, maps, and directions
- Take care of the day-to-day maintenance of the assigned means of transport, check oil, water, battery, brakes, tyres, etc. and arrange for other repairs and ensure that the vehicle is kept clean.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Conduct daily inspection of the assigned vehicle to ensure safety standards are met
- Produce monthly records of mileage traveled.
- Drive staff on field and ensure safety of vehicle at all times.

## **QUALIFICATIONS**

- A Valid Rwandan Driving License with Class B
- High School Degree
- 3 Years of driving experience
- Good Verbal and Written Communication in English & Kinyarwanda
- Excellent Integrity and Honesty
- Ability to Work Extended Hours as it may be required.
- Excellent Organizational and Time Management Skills.

## **HOW TO APPLY**

Please share your application letter, CV, certificates and recommendations to [pmutijima@willowsintl.org](mailto:pmutijima@willowsintl.org) not later than 17<sup>th</sup> February 2023.