

Institution	Rwanda Green Fund (FONERWA)
Job Title:	Driver
Administrative Unit:	Office of the Chief Finance Officer
Job Level and Grade:	10.II
IV:	500
Index:	300
Report to:	Logistics & Stock Management Officer
Responsible for:	N/A
Functions	Tasks
Driving the Fund Staff and visitors	<ul style="list-style-type: none"> • Drive the Fund staff field visits • Ensure transport of official visitors during their journey in Rwanda.
Dispatching urgent correspondences	<ul style="list-style-type: none"> • Distribute urgent correspondences from the Fund. • Request for acknowledgements of receipt of mails delivered. • Collect mails from the post office on a regular basis.
Reporting vehicle status on a regular basis	<ul style="list-style-type: none"> • Verify technical status of the vehicle and propose maintenance intervention on a regular basis. • Verify whether the vehicle's insurance, technical inspection licenses is valid and report on the status. • Request for regular vehicle refueling. • Keep the vehicle's cleanliness on a regular basis. • Fill in the vehicle log book as required on a regular basis.
Job Specifications/Profile	
Relevant Qualifications	
A2 in any field. Must have a valid driving permit. Driving license category B.	
Required Experience	
At least 2–3-year relevant working experience as Driver.	
Required Skills/Attitudes/Competencies	
<ul style="list-style-type: none"> • Good track record of driving and maintaining of cars assigned to him/her. • Matured, technically knowledgeable in auto-mechanics, well experienced, people skills, polite • Demonstrated understanding of transportation law • Excellent driving skills with minimum 5 years' experience as driving with good driving record • Experience in driving through the remote parts of the country • Good judgment in traffic and knowledge of traffic patterns • Well-organized, systematic, careful, responsible, trustworthy and punctual • Good personal grooming and personal presentation • Must be able to perform all physical aspects of the above job duties • Discreet and respectful of confidentiality • Able to work under little to no supervision 	

APPLICATION PROCEDURE

To apply, please submit the following documents:

- a) Your completed application form accessible on <http://career.greenfund.rw/career>
- b) Your updated and signed Curriculum Vitae (CV)
- c) Copies of academic certificates
- d) Proven working experience, and
- e) One-page cover letter detailing why you are interested in the position you are applying for.

Please note that all applicants must apply using our online application system via:
<http://career.greenfund.rw/career>

The deadline for submission of application is **Monday 24th June 2024 at 5:00 PM Local Time**

For more information about the Rwanda Green Fund, kindly visit our website on <https://greenfund.rw/>
and for more enquiries regarding the application, please contact us on recruitment@greenfund.rw

Done at Kigali, on 7th June 2024



Teddy MUGABO MPINGANZIMA
Chief Executive Officer
National Fund for Environment