



12 JUL 2022

Kigali,

Ref: N° 11.07.023/831/22/MD-EDCL/ FG/RJG/ar

JOB ADVERTISEMENT

The Management of Energy Development Corporation Limited (EDCL) would like to inform the public that it is recruiting qualified and experienced staff/Drivers:

| N° | Job Title | Key Roles/Responsibilities and qualifications required |
|----|------------------|--|
| 1. | Driver/RUEAP (7) | <p><u>Key roles/responsibilities</u></p> <p>Car Inspection</p> <ul style="list-style-type: none">• Inspect car for safe operating condition before, during and after trips and submit a report on the condition of the car at the end of each week. <p>Planning</p> <ul style="list-style-type: none">• Plan route and requirements by studying schedule or ad-hoc request by the Executive• Transport the Executive to different locations as maybe advised from time to time <p>Reporting</p> <ul style="list-style-type: none">• Report all accidents and incidents involving drivers or company equipment• Maintain records required for compliance with state and federal regulations including driver's record of duty status, mileage records and other records as required by law <p>Maintenance</p> <ul style="list-style-type: none">• Arrange for vehicle care and maintenance (i.e. oil change, tire rotation etc.).• Maintain cleanliness of the motor vehicle at all times• Fulfil special requests by the Executive including picking up and delivering items as directed and running errands <p>Confidentiality</p> <ul style="list-style-type: none">• Maintain passenger confidence by keeping information strictly confidential |

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| | | <p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> • Valid driving license: Category B for pickups and E for trucks. • At least having five (5) years of experience in driving fields. • Good Speaking of Kinyarwanda language. • Basic knowledge of English and/or French is an added value. • Basic Knowledge in Car Mechanics is an added value. <p><u>Additional Skills: In addition to the experience and educational requirements listed above</u></p> <ul style="list-style-type: none"> • Good interpersonal skills. • Confidentiality. • Communication skills. • Time management. |
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MODE OF APPLICATION

Duly signed application letters addressed to the Managing Director of Energy Development Corporation Limited (EDCL) together with updated detailed curriculum vitae, copies of Valid driving license : Category B for pickups and E for trucks, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to edclrecruitment@edcl.reg.rw not later than 25/07/...../2022 latest 5:00 P.M.

Note:

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job applications to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a MUST for pre-selection.
2. Your job application and its attachments MUST be scanned as ONE single pdf document for easy download & analysis of applications.
3. ONLY online applications will be received on the mentioned above email. No hardcopy applications will be received.

Done at Kigali on 12 / 07 / 2022


Felix GAKUBA
 Managing Director

