

ROLE PURPOSE

Role Title: Driver

Division: Global Programs

Location: Kigali,
Rwanda

Date: January, 2024

Employment type: Fixed
Term, Full-Time

Reports to: Finance &
Operations Coordinator

**Number of direct
reports:** None

Leadership Band:
Leads Self.

Purpose of the role:

The driver will be responsible for running program activities; ensure safety of passengers on board and check the validity of vehicle insurance and other documentation. S/He will also be responsible for taking care of the assigned vehicle in all aspects including monitoring of the security situations in the area of operation.

The Driver will own the outcomes of:

- Maintain the Fred Hollows Foundation vehicle and ensure they are clean and ready for field trips.
- Perform routine vehicle inspection and work closely with the Finance & Operations Coordinator to proactively ensure that vehicle service and maintenance/repairs are executed on time.
- Report vehicle defects on a timely basis and have repairs completed before driving.
- Ensure the vehicles are properly stocked with travel bags, tool kit, first aid box, fire extinguisher before every field trip.
- Maintain the logbooks neatly containing all required information.
- Keep the vehicle documents updated (Insurance)
- Be aware of the dangers of fatigue.
- Always abide by the Rwanda traffic law while driving the vehicles.
- Handle Fred Hollows Foundation Rwanda staff, guests, and partners with courtesy.
- Perform any other official errand duties as assigned by your line manager.

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Skills:

- Professional driving license
- Vehicle maintenance and minor repair skills
- Basic English competency
- Good driver customer service protocols and proactive organizational skills
- License: A clean, valid Rwandan driving license (Classes B) with knowledge of Rwandan road rules.
- Certificate: Valid Certificate of Good Conduct

Essential Experience:

- Minimum 3 years of experience in driving vehicles within the local setup.
- Familiar with the terrain of Rwanda.

Qualifications:

Completion of Secondary
Education Advanced Level
Certificate

Certificate in defensive driving

Travel:

Domestic Travel

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.
This position does not involve "Working with Children" either direct or indirect.

Additional Responsibilities:

Ensure that the work for which s/he responsible is conducted in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work where this position will be based.
- Undergo background checks including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children