



JOB POSTING – Driver (2 Positions)

Organization:	Right To Play Rwanda
Department/Division:	Administration/Logistics
Work Location:	Rubavu, and Ruhango -Rwanda
Authorized to work in:	Rwanda (Ability to work legally without a work permit or sponsorship in Rwanda)
Target Start Date:	February 2025
Contract Duration:	1 Year contract with possibility of renewal based on performance and availability of funding.
Application Closing Date:	31-01-2025

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Driver reports directly to the Finance Officer, Logistics Officer or Logistics Assistant where applicable. The main responsibility of the Driver is to provide safe transport services of passengers as required ensuring that safety regulations are adhered to by all his passengers at all times.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com

WHAT YOU'LL DO:

Job Responsibility #1: Driving and Vehicle Maintenance (95% of Time):

- Provides driving services to staff and other passengers between locations as scheduled by the supervisor.
- Conducts daily checks of the assigned vehicle for proper levels of fuel, motor oil, tire pressure, brakes and water level.
- Performs minor maintenance when necessary.
- Presents car in a clean and tidy manner, washing it when required.
- Maintains mileage logbook and schedules regular maintenance service with approval from supervisor.
- Keeps all vehicle documents including vehicle registration, insurance, road tax, parking fees, road licenses and others, updated at all times.
- Stocks essential vehicle supplies such as first aid kit and necessary spare parts ready at all times.
- Undertakes errands to and/or from vendors, suppliers and banks as requested by supervisor.
- Reports incidents and necessary repairs to supervisor and authorities according to existing operating procedure.

Job Responsibility #2: Other tasks as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- High school certificate or vocational school diploma
- A valid driving license with **Class B**

EXPERIENCE:

- Two (2) years' experience as a driver (carrying passengers) with a recognized organization.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to follow a pre-set schedule and create a plan to reach the required destination on time
- Good interpersonal and organizational skills
- Ability to work well with people from varied backgrounds and cultures at all levels in organization
- Ability to work as part of a team and is flexible and adaptable
- Ability to work under pressure.



KNOWLEDGE/SKILLS:

- Understands and performs safe driving techniques
- Skilled in minor car repair
- Able to drive for long periods of time
- Understands highway code and road rules of the country
- Good oral communication skills.

LANGUAGES:

- Fluency in local language. Basic reading, writing and speaking in English.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- First Aid training
- Previous experience working in an international organization
- Driver's school training
- Defensive Driving skills
- Advanced auto repair skills
- Advanced knowledge of security procedures in the country.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)





- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please send your CV and cover letter in English to rwandahr@righttoplay.com

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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