



Dichel Security Company Ltd

KK 467 Street, P.O. Box 4688

*Kicukiro District , Kagarama Setor, Kanserege Cell,
Bwiza Village*

Kigali-RWANDA

Positions : Drivers
Number of positions: 3
Location : Kigali, Rwanda
Position Grade : NA
Position Number : NA
Posting Date : 12th June 2024
Closing Date : 3rd July 2024

JOB PURPOSE:

The Drivers shall mainly be responsible for the transportation of employees and cargos when need be from one place to another during the time of operation, the drivers also shall be responsible for doing the inspection of the vehicles on daily basis and report to the administration when there is a need of servicing and repairing.

KEY FUNCTIONS:

The specific responsibilities include, but not limited to:

- ❖ Drive office vehicles for the transportation of Dichel Security Company staff, Commodities and other authorized personnel.
- ❖ Oversee the day-to-day maintenance of assigned vehicle including checking the oil, water, battery, brakes, tires, etc.
- ❖ Assist the administration department with the update of the vehicles' insurance, technical control certificate and other documents when necessary.
- ❖ Perform any other duties assigned by her/his hierarchical supervisors.

LINE AUTHORITY

Reports directly to the logistics officer of the Company.

COMPETENCIES:

- ❖ High school diploma.
- ❖ Valid Rwanda driver's license category "B" having category "C" will be an added value
- ❖ Excellent driving skills with a minimum of three (3) years' experience in driving with a good driving records.





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- ❖ Good communication skills in Kinyarwanda and English or will be an added value
- ❖ Should be living in Kigali

How to Apply:

Interested candidates should submit their application through info@dicel.co.rw and copy to hr@dicel.co.rw including a cover letter, curriculum vitae copies of high school diploma. In your cover letter, you are welcome to explain any parts of your professional, academic, or personal life experience that truly motivate you to pursue this job.

Prepared by:

KWIZERA Alexis
HR & Legal Manager

Dicel Security Company Ltd



Approved by:

KAREKEZI S. Straton
Ag General Manager

Dicel Security Company Ltd