

Ref: 0498//RRA/HR/2026

Date: 23/10/2026

JOB VACANCY

Rwanda Revenue Authority (RRA) is seeking to recruit a self-motivated, qualified, and highly ethical individual to fill the following contractual position for a period of one (1) year, renewable depending on performance;

Position: Temporary Driver – Mombasa

Number of positions: 1

Job Summary

Under the supervision of the Liaison Manager for Mombasa Port, the Driver will be responsible for the vehicle assigned to them and will perform driving duties as assigned. The successful candidate will ensure the safe, efficient, and responsible operation of the assigned vehicle in accordance with organizational policies and procedures.

Main duties;

- ✓ Transport staff and other personnel involved in Rwanda Revenue Authority (RRA) activities to various destinations as directed by the supervisor or any other authorized personnel.
- ✓ Maintain and update the vehicle logbook daily, ensuring that all trips and vehicle movements are accurately recorded.
- ✓ Ensure the safety and security of the assigned vehicle, including its tools, equipment, and accessories.
- ✓ Keep the assigned vehicle clean, tidy, and presentable at all times.

Qualifications, Skills, and Competencies;

- ✓ Certificate of Secondary Education or equivalent qualification in General Mechanics;
- ✓ Driving license with categories B & D;
- ✓ Two (2) years working experience as a driver in EAC countries with a valid Kenyan working Permit;
- ✓ General mechanics skills;
- ✓ Good driving ability;
- ✓ Car maintenance skills;
- ✓ Basic Knowledge of English or French;
- ✓ Time management skills

How to apply:

Interested candidates should submit their applications via email recruitment@rra.gov.rw. Applications must include a Curriculum Vitae (CV), a copy of the National Identity Card or passport, and copies of academic certificates relevant to the required qualifications. All documents must be compiled into a single PDF file and submitted not later than **02/11/2026**.

Note:

- All exams will be held in Mombasa - Kenya.
- The successful candidate shall be based in Mombasa – Kenya.

Done at Kigali on 23/10/2026



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RRA(AC Human
Resources)1
Date: 2026.10.23
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BATAYIKA Emery
Assistant Commissioner in charge of Human Resources