



Our Ref 4781RRA/HR/2021  
Your Ref .....

Date 12 JAN 2021

## **JOB VACANCY**

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified person to fill the following temporary positions **for 6 months**;

### **Drivers (8 POSITIONS)**

**The Post is on Grade: 1**

#### **Main Duties**

1. Driving and taking staff and other persons involved in RRA activities to different destinations as required by the supervisor or other superior.
2. Completing the vehicle log book on daily basis, recording each movement.
3. Ensuring the safety of the vehicle and its tools.
4. Keeping the vehicle clean and neat.
5. Dealing with insurance and accidents.

#### **Qualifications, skills and competencies**

- ✓ Secondary level of education in General Mechanics or Automobile and driving license with category B & D.
- ✓ 2 years of experience as a driver.
- ✓ General Mechanics skills.
- ✓ Good driving ability.
- ✓ Car maintenance skills.
- ✓ Automobile skills.
- ✓ Basic knowledge of English or French.
- ✓ Time management skills.

**HOW TO APPLY:**

Interested candidates should download the “job application form” from the RRA website [www.rra.gov.rw](http://www.rra.gov.rw).

Candidates should address their applications to the **Commissioner General of Rwanda Revenue Authority; attach an application letter, a well filled RRA Job application form, a Curriculum vitae, a copy of National Identity Card, a copy of the Degree and send them to [recruitment@rra.gov.rw](mailto:recruitment@rra.gov.rw) not later than 20/01/2021 at 5:00 pm.**

**The candidates whose application files are not properly filled shall not be considered.**

Done at Kigali on 12/01/2021.



**BATAYIKA Emery**  
Deputy Commissioner in charge of Human Resources