JOB ADVERT

Job title: Driver
Department: Operations
Salary Grade: 2
Reports to: Transportation Officer
Location: Kigali, Rwanda

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary
Provides excellent customer service by making prompt and courteous deliveries. Make pick-ups as necessary. Performs general warehouse duties as needed. Performs all job responsibilities in a safe, timely, and efficient manner.

Roles and Key Responsibilities

- Perform general and preventative maintenance on the vehicle by following scheduled timings
- Take the vehicle to washing areas or wash them according to specific instructions
- Handle general maintenance of vehicles
- Take instructions from supervisor regarding each day's deliveries or pick/drop services
- Check tires, engines, and seatbelts to ensure that they are in good working order
- Ensure that the vehicle's fluids are at optimal levels
- Clean car seats, rugs, dashboards and mats daily
- Assist in loading and unloading packages on trucks and vans
- Aid with luggage and boarding passengers
- Mentally chart out the best possible route to reach the desired destination
- Make use of maps and the GPS to assist in charting out actual routes
- Maintain professional decorum during commute time
- Pick and drop company professionals from /to desired destinations
- Make deliveries by maintaining correct knowledge of destinations and concerned contacts
- Assist in unloading and delivering packages
- Return vehicle to the company by following strict timeline rules

- Change tires and make minor adjustments or repairs to engine or vehicle body during, before and after transit

Qualifications

- High School Diploma or equivalent in Mechanical automobiles
- Valid Rwandan driving License with category B
- Minimum of two to three years (2-3) years of relevant experience preferably in INGOs

Knowledge, Skills and Abilities

- Strong attention to detail
- Ability to effectively communicate
- Proactive, service-oriented, and able to learn new technical areas, systems, and processes quickly.

Required Languages: French and English as working languages

Travel*:* As needed and upon request.

Supervisory Responsibilities: None

CRS is an equal opportunity employer. Applications from women are highly welcomed.

How to apply

Interested and qualified candidates should, **Fill out form,** the **Self -Declaration Clause** and submit them together with **one page Cover letter** plus **updated CV** (maximum three pages) **all in/as one PDF document** - via email only to: RW_HR@crs.org not later than **December 3rd, 2026, at 5:00pm**.

Also include your **full names** and title **"Driver"** in the **subject line**. Due to anticipated high interest in this post and the expected number of applicants, only short-listed candidates will be contacted.

Please, include the statement below in your cover letter**:** ***"By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics."***

Kigali, November 18th, 2026