



Job Announcement

Position: Driver and Logistics Assistant, Rubavu Office

Description:

The Wellspring Foundation for Education is currently working in multiple districts across Rwanda, with an office base in Kigali as well as one in Rubavu, through our dynamic education programs to support teachers, leaders and the school community in the promotion of quality and inclusive education for children. Wellspring is also operating through partnership in southern Uganda, requiring occasional driver support to/from our partner's base.

Under the oversight of the Logistics Manager (Kigali) the Driver and Logistics Support will work as part of the logistics team to support the implementation of our programs. S/he will provide safe and efficient transport to Wellspring staff and guests while ensuring diligent stewardship and cleanliness of the motor vehicle(s) entrusted to his/her care. S/he will also provide logistics and administrative support to the office whilst not carrying out driving assignments.

The candidate will be an experienced driver, preferably with experience working for an NGO driving in rural areas, and have knowledge and skills for taking care of the mechanics of our vehicles. He/she will be a great team player with a proactive can-do and problem-solving approach, excellent time and task management skills, and will work successfully as part of a fun-loving cross-cultural team. S/He will be proficient in the English language in order to communicate verbally with staff and visitors and in reading/writing to be able to provide logistical and administrative support. S/He will be proficient in basic computer skills including typing, with familiarity with Word, Excel and email.

Reports to: Operation and Logistics Manager (Kigali)

Working closely with: Finance and Compliance Manager, Program Implementation Lead; Trainer and Projects Officers; Education Program Lead; Program Quality & Development Lead, IT & Data Protection Lead; Driver and Facilities Officer, and any casual driver.

Location: Rubavu District in all areas including the most rural – with travel to Kigali or to other Districts when necessary and occasional travel to Uganda.

Key external relationships: Garage, Hotels, Stationery shops and other service providers whenever necessary

Job responsibilities:

Driving and Vehicles

- Provide safe and efficient driving support to Wellspring staff or guests as directed by his or her line manager and in keeping with Wellspring's Vehicle Use Policy.
- Strictly follow all traffic laws of Rwanda.
- Conduct all required regular maintenance & document checks on the vehicle(s) you are entrusted to drive.
- Faithfully keep accurate logbook records of vehicle use.
- Ensure safe keeping of vehicle keys.
- Keep the interior of the vehicle clean at all times and ensure the exterior of the vehicle is clean and presentable through regular washing.
- Ensure all safety and other vehicle equipment is in order.
- Ensure that drinking water and tissues are available for all staff/ guests you are responsible for transporting.
- Politely but firmly maintain the security of your assigned vehicle by remaining at your vehicle or within view of your vehicle wherever reasonably possible
- Ensure that all passengers wear seat belts when these are available in the vehicle.
- Occasionally take Wellspring's international guests on tours of local areas or provide support for shopping and other activities.

Logistics and Administrative Support

- Support in preparation of logistics for workshops and other events.
- Occasionally support in making accommodation or restaurant bookings for staff and visitors.
- Support the Logistics Manager in preparing Fuel report
- Support the Logistics Manager to organise transport plan for field
- Support the Logistics Manager to supervise cleaners and security guards
- Photocopying, scanning, typing services whenever necessary
- Organizing delivery of courier or parcel to different geographical areas as required
- Help in writing up notes from flip charts used in meetings, workshop as required;
- Occasionally obtain information and quotes for procurement processes or support with shopping activities.
- Carry out any other tasks reasonably commensurate with your role as requested by management or your line manager
- Comply with our Child Safeguarding Policy in the implementation of all driving and logistics activities, and ensure that children's rights, safety, agency and dignity are at the heart of your work.

Requirements for the role:

Qualifications:

- Holder of at least an A Level Diploma or equivalent in any field related to this position (required)
- Possess a valid driving license with appropriate categories (B is essential). (required)
- More than 5 years' experience and skills as driver in all types of terrain (required)
- Prior to signing of contract, a staff member must have a valid police clearance from the relevant authorities (should be less than 2 months old) (required)

Personal and Spiritual Qualities:

- Positive interpersonal skills (enjoys working with people, encouraging, etc.) (required)
- A problem solver with a positive "can-do" approach (required)
- Able to take initiative and work responsibly (required)
- Well organized and extremely punctual. (required)
- Communicates well and in advance about the needs and requirements of the work. (required)
- A Christ-centered individual who has the desire to grow faith including a commitment to and understanding of Wellspring's vision, mission, values and faith position (required)

Other

- A good proficiency in English language skills - speaking, listening, reading and writing (Required)
- Proficiency in basic computer skills including typing with familiarity with Word, Excel and email.
- Ability and willingness to travel occasionally to Uganda for several days or weeks at a time, including rural locations.
- Ability and willingness to travel regularly within Rwanda to sites where programs are implemented.

Child Safeguarding

Wellspring is committed to keeping children safe, and therefore a recent police clearance will be required if not already submitted to HR, as well as signing up to and undertaking briefing and annual training on our Child Safeguarding Policy

HOW TO APPLY:

1. A word processed cover letter explaining why you would like this job and why you are a suitable candidate, (**max 1 page** – longer letters will be rejected)
2. A full Curriculum Vitae (CV)
3. A scanned copy of your Driving license
4. Scanned Diploma or certificate

WHICH AREA WILL BE ASSESSED?

- ☒ General knowledge about taking of vehicles/Fleet management
- ☒ Basis Logistics Support
- ☒ Communication in English
- ☒ Writing skills and using of computer

Applications must be submitted by email (including scanned PDF documents) at this email address: rwrecruitment@thewellspringfoundation.org and copy Erick@thewellspringfoundation.org . Please send PDF or scanned documents.

Closing Date for applications: **30th Tuesday 2025, at 5pm**

Interview and written test: **Monday, 06th October 2025 at our Rubavu office**

Communication of outcome: **Week of 7th to 10th October 2025**

Starting date: **15th October 2025** or as soon as possible once police clearance is received.

Please note that the assessment (interview and practical test) will take place at our office at the Kigali office.

After the interview has taken place and before signing a contract, the successful candidate will submit the following documents:

- A Police Clearance document
- Notarized academic qualification papers and relevant certificates

We thank all candidates for their interest in working with the Wellspring Foundation for Education, but due to large numbers of applications, only successfully shortlisted applicants will be contacted.