

## VACANCY ANNOUNCEMENT

Rwanda Broadcasting Agency (RBA) is a Public Broadcaster with a mission of providing quality content that meets the needs of the audience and promotes cultural values, socio-economic development and citizen participation. RBA wishes to encourage all qualified, hardworking and interested professional candidates to apply for the following positions:

### **1. JOB TITLE: DRIVERS**

**NUMBER OF POSITIONS: 8**

**TERMS OF EMPLOYMENT: CONTRACTUAL**

### **JOB DESCRIPTIONS**

- The driver will be responsible for safely and respectfully transporting employees and other assigned passengers in a timely manner. The role requires professionalism, courteous treatment of passengers, and compliance with all traffic laws, ensuring punctual pick-up and drop-off at designated destinations;
- Ensure proper use of vehicle through accurate maintenance/repairs
- Ensure proper day-to-day maintenance of the assigned vehicle
- Ensure proper arrangement for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing etc. so that the vehicle is kept clean and in good running condition at all times
- Identify any apparent problems during field delivery service and report to the immediate supervisor
- Ensure that the vehicle has sufficient fuel and availability of all documents including vehicle insurance, vehicle registration, fire extinguisher and necessary spare parts
- Ensure all safety accidents/incidents/injuries are reported to the line supervisor on time
- Ensure the vehicle is kept in a safe and tidy condition at all times

- Perform other tasks as assigned by the immediate supervisor

### **REQUIRED PROFILES:**

It is compulsory to have a valid Category B, C and D driving license with a good driving record. Mechanical/automobile skills are an added advantage;

- Minimum qualification: completion of secondary education (A2). Possession of an A1 qualification is an advantage
- Fluency in Kinyarwanda is required; basic knowledge of English or French is an added advantage
- Rwandan nationality required (male or female)
- Applicants must be aged 35 years or below
- A minimum of 10 years of driving experience is required, with proof from previous employers. Experience driving VIPs is an added advantage (Service certificates)

### **HOW TO APPLY:**

Interested applicants should submit their application letter, a detailed and signed CV duly dated and signed, copies of degrees and/or diplomas, a National ID/passport, three professional references and proof of working experience.

### **NB:**

- Applications without all the above requirements will not be considered;
- Only short-listed candidates meeting the required qualifications will be contacted;
- Applications should be addressed to the Director General of RBA and sent as one PDF file through the career page: <https://rba.co.rw/career>

**Kigali, on 22<sup>nd</sup> May 2026**

**BARORE Cléophas**  
**Director General/RBA**

