



**The Embassy of the  
Republic of Rwanda to the  
People's Republic of China**

**VACANCY ANNOUNCEMENT**

**Job Title: Driver**

**Full Time Job**

**Location: Beijing-China**

The Embassy of the Republic of Rwanda to the People's Republic of China is recruiting a professional driver.

**THE MAIN RESPONSIBILITIES OF THE DRIVER ARE AS FOLLOWS:**

1. Safely transport the Embassy's Defense Attache and/or any other Embassy staff member;
2. Keep the Embassy's car spotless;
3. Ensure that the Embassy's vehicle maintenance is taken care of (servicing, repairs, and insurance renewal);
4. Deliver courier as might be requested;
5. Perform any other duties assigned by the Ambassador and/or Supervisor.

**KEY REQUIREMENTS**

1. Holder of a valid Driving Licence;
2. Responsible, Committed and Professional;
3. Excellent communication skills;
4. Able to multi-task and prioritize work;
5. Must be discreet and maintain confidentiality;
6. Ready to wake up early and go home late when needed;
7. Be physically fit and healthy;
8. Excellent attention to details;
9. A good team player with a proactive and enthusiastic attitude;
10. Conflict management skills;
11. Excellent interpersonal skills;
12. Decision-making skills;
13. Time management skills;
14. Organizational, planning and coordination skills;
15. High analytical and critical thinking capabilities;
16. The Applicant must be a Chinese citizen;



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**PRIOR WORK EXPERIENCE**

- Minimum of two (2) years of working experience as a driver of VIPs.

**LANGUAGES**

The applicant must be fluent in English and Chinese. Knowledge of any other language is an advantage.

**JOB APPLICATION**

To apply for this vacancy, kindly send your cover letter and Curriculum Vitae (CV) to [ambabeijing@minaffet.gov.rw](mailto:ambabeijing@minaffet.gov.rw) .

Shortlisted candidates shall be contacted by the Embassy for further assessment and interviews.

**Deadline for application: Friday 9<sup>th</sup> August 2024**





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**司机招聘信息**

**职位名称：司机**

**全职**

**地点：中国北京**

**卢旺达共和国驻华大使馆招聘一名专业司机。**

**司机主要职责如下：**

1. 负责使馆车辆行驶，安全接送使馆国防武官和/或任何其他使馆工作人员；
2. 保持使馆车辆干净整洁；
3. 定期进行使馆车辆维护（保养、维修、续保）
4. 按要求派送文件；
5. 执行大使和/或主管指派的其他相关工作。

**任职要求**

1. 持有有效机动车驾驶证；
2. 负责、敬业、专业；
3. 优秀的沟通能力；
4. 能够同时处理多项任务，分清工作的轻重缓急；
5. 须言行谨慎，保守秘密；
6. 在需要时准备早出晚归；
7. 身体健康；
8. 注重细节；
9. 良好的团队合作精神，积极主动，工作热情；
10. 冲突管理技能；
11. 优秀的人际交往能力；
12. 决策能力；
13. 时间管理技能；
14. 组织、计划和协调能力；
15. 高度的分析和批判性思维能力；
16. 申请人必须是中国公民。



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**工作经历**

- 至少两 (2) 年要客司机工作经验。

**语言**

申请人必须精通英语和中文。掌握其他语言者优先。

**工作申请**

申请此职位，请发送求职信和简历 (CV) 到: [ambabeijing@minaffet.gov.rw](mailto:ambabeijing@minaffet.gov.rw) .

经筛选评估后，大使馆将联系候选人进行面试。

**申请截止日期：2024年8月9日(星期五)**

