



**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.

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

Deadline for application: Friday 9th August 2024

