



**International Potato Center
POSITION ANNOUNCEMENT**

Ref.: 2025/02/NRS/RW/SSA

Driver

The International Potato Center (CIP) is seeking a **Driver** to support the implementation of the **new and upcoming Rwanda Biotech Capacity Building Project**.

About CIP

CIP, a member of the One CGIAR, a global research partnership for a food-secure future. One CGIAR science is dedicated to transforming food, land and water systems in a climate crisis, and it is carried out by 13 CGIAR Centers/Alliances in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

About the role

The successful candidate will transport project personnel or visitors to and from appointments or around facilities on non-routine trips. May perform miscellaneous errands (i.e., acts as courier for company, etc.) as directed.

This position will be based at **CIP's office in Kigali, Rwanda**, and will report directly to the Associate Scientist – Molecular Biologist.

Key responsibilities:

- Drive vehicles on errands for project activities and assist in the execution of project activities.
- Ensure the work areas are always clean and maintain records for each trip details in the vehicle logbooks.
- Ensure the vehicle maintenance by giving regular/day to day maintenance checks.
- Provide day-to-day vehicle reports, monthly summary oil consumption and report to the supervisor any noted defects on time.
- Ensure that the steps required by the CIP driving policy are taken in case of involvement in an accident;
- Deliver correspondence to different organizations and assist in processing various permits.
- Comply with applicable health and safety CIP policies and procedures.

What are we looking for?

- Minimum of a secondary school education.
- At least 2 years of experience required in similar positions with a safe driving record.
- Valid Rwandan driver's license, Category B.
- Defensive driving training or certification is a plus.
- Proven experience driving across various districts in Rwanda.
- Familiarity with vehicle logbooks and reporting procedures.
- Good knowledge of vehicle maintenance and basic mechanical troubleshooting.
- Ability to maintain cleanliness and good condition of the assigned vehicle.
- Trustworthy, punctual, and reliable with a strong sense of responsibility.
- Effective verbal communication for interacting with stakeholders.
- Basic Level in English

Why should you consider this opportunity?

- CIP is a global and reputable international organization that has a strong, state-of-the-art R&D background, and a World Food Prize Winner and awarded with the AI-Sumait Award for our Orange Flesh Sweet Potato work in Africa.
- CIP is dedicated to achieving food security, improving nutrition and well-being, and gender equity for poor people in roots, tubers farming and food systems in the developing world.
- CIP is a member of the CGIAR, a network of 15 research centers that are mostly located in developing countries and supported by more than 50 donor members.

What are we offering?

- Excellent working environment.
- Generous compensation package commensurate with experience.
- Work in an equal and diverse workplace
- Contract duration aligned with the project timeline, ending on **September 30, 2027**.
- **Any offer made with regard to this vacancy is conditional to the formal award of the afore-mentioned grant.**

How to apply?

Visit the following link: (<http://cipotato.org/open-vacancies/>) to apply. The deadline for the receipt of applications is September 26th, 2025. Please note that while all applications are reviewed by our team, only shortlisted candidates will be contacted. **This is a Nationally Recruited Staff (NRS) position limited to Rwanda nationals and permanent residents only.**

This position WILL NOT have contact with children or vulnerable adults

Learn more about CIP by accessing our web site at <http://www.cipotato.org>

CIP is an equal opportunity employer. Qualified women and professionals are particularly encouraged to apply.

CIP does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). CIP also does not concern itself with information on applicants' bank accounts.