

JOB VACANCY ANNOUNCEMENT

COPEDU Plc, is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Financial Institution registered in the Office of the Registrar General with Company Code:100544628, P.O Box.4053, Kigali. COPEDU Plc is a Deposit Taking Financial Institution operating in Rwanda offering Banking services as mandated under the Rwandan law.

COPEDU PLC wishes to encourage all qualified, capable, and interested candidates to apply for the position of **Driver**.

Department: Banking Operations

Reports to: Logistics Officer

Location: Kigali

General Description:

Driver is responsible for safely and professionally transporting staff, documents, or goods using the bank's vehicles.

Key Responsibilities

- Drive the company vehicle efficiently and safely.
- Observe all traffic rules and regulations while driving.
- Execute trips based on approved transport requests.
- Record all vehicle movements in the logbook.
- Complete fuel consumption forms for monitoring and control.
- Conduct basic maintenance and upkeep of the vehicle.
- Follow road safety rules and passenger transport guidelines.
- Assist with loading and unloading when required.
- Deliver customer mail promptly and courteously to designated recipients.
- Prepare quarterly vehicle usage reports for accounting and management purposes.

Required Qualifications and Skills:

- High School diploma in any field.
- Valid driving license (Category B) with a minimum of two (2) years' professional driving experience and a clean driving record. Category A license is an asset.

- Knowledge of and adherence to traffic laws.
- Polite, respectful, and professional attitude.
- Flexibility and ability to work under pressure.
- Organized, punctual, trustworthy, with high integrity and discretion.
- Basic English and French skills, with a focus on courtesy and confidentiality.

All applications must include:

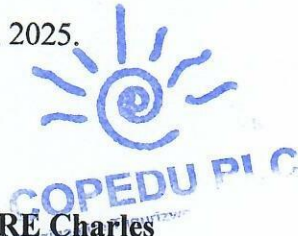
- A motivation letter,
- A copy of the National ID,
- A valid copy of the Driving License,
- A detailed Curriculum Vitae (CV),
- Copies of academic and professional certificates.

What We Offer:

- Competitive and attractive salary package
- Annual leave allowance
- Long service recognition allowance
- Preferential interest rates on staff loans
- Annual performance bonus based on individual and company performance
- Medical insurance coverage
- Supportive and collaborative working environment
- Opportunities for continuous professional development and career advancement
- Etc.

Candidates are required to complete the online application form at the following link: <https://forms.gle/nUzpA3yv6U4Nqe967> no later than Saturday, 27th September 2025. Only selected candidates will be contacted. In case the link does not work, candidates are advised to send the required documents via email to: hr-recruitment@copeduplc.rw

Done on September 18th, 2025.

KABERA RWAGATARE Charles

Executive Director