



# AIMS

African Institute for  
Mathematical Sciences  
**NEXT EINSTEIN INITIATIVE**

The Secretariat  
District Gasabo, Secteur Kacyiru  
Cellule Kamatamu Rue KG590 ST  
Kigali, Rwanda

## **A Career Opportunity to advance our work transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!**

In keeping with our mission to enable Africa's brightest students to flourish, at AIMS we are equally dedicated to fostering an environment in which we enable and challenge our internal talent to flourish to their fullest capacity as we strive to generate The Next Einstein!

We need your passion, knowledge and expertise to be our next...

### **Driver & Logistics Assistant**

The Driver & Logistics Assistant reports to the Operations Officer-President & CEO's Office and is responsible for accurate, safe and timely transportation arrangement of the PCEO, the PCEO's family or any authorized person to ensure the smooth running of operations.

As the Driver & Logistics Assistant, you will take account of all available information on road conditions, accessible routes and locations and incorporate to ensure the safe and efficient transport of passengers and/or delivery of materials, immediately report all involvement of the office vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings and contribute to the completion of any required documentation related to accidental insurance claims.

You will also ensure first-level maintenance of official vehicles by reporting need for regular service for the vehicle(s) and carrying out minor repairs, regularly check the condition of the entire vehicle, including battery levels, oil, water, brakes and brake liquid, tires, etc. to ensure it is fully operational and inform his supervisor in case of immediate actions, ensure systematic cleanliness of the interior and exterior of the vehicle(s).

Additionally, you will ensure vehicle log book is properly filled and up to date and report any issue with regard to the vehicle.

This is a full time opportunity based in Kigali, Rwanda.



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## Do you have what we need?

- Minimum secondary education.
- At least five (5) years' work experience as a driver, ideally in Rwanda.
- A valid driver's license, with no major accidents in the past 5 years (Category B&D).
- Experience or basic training in logistics management a desired advantage.
- Disciplined, punctual and patient to meet and/or exceed transport needs.
- Reliable familiarity with Kigali City and Rwanda in general.
- Good command of English, French, Kinyarwanda and Swahili.
- Ability to work under pressure.
- Ability to transport passengers and/or project materials during the regular work day and/or on weekends.
- Ability to lift, move and/or carry up to 30 Kgs.

## Are you ready to take on this role and be a part of the transformation?

Submit your letter of motivation, including your salary expectations, together with a detailed CV in English to: [careers@nexteinstein.org](mailto:careers@nexteinstein.org) (i.e. "Driver & Logistics Assistant\_internal)" in the subject line). **Applications will be accepted until February 28, 2019.**

Once your application is reviewed, you will be notified via e-mail of next steps in the process. From time to time, and as circumstances change within the organization, AIMS may elect to accelerate, extend or discontinue the selection process. As such, AIMS reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer.