



RWANDA ULTIMATE GOLF COURSE LTD

COMPANY CODE: 109031590

Rwanda Ultimate Golf Course Ltd

Job Description

Title : Driver

Reports to : Head of Facilities

Job Purpose:

Rwanda Ultimate Golf Course is a private company created to position Rwanda as the best golfing destination in Africa and one of the greatest in the world. The first project of Rwanda Ultimate Golf Course, in order to reach this goal, is the Kigali Golf Resort & Villas. The golf course is a real estate masterpiece designed by the worldwide famous Gary Player. The facility will also include a five-star Clubhouse and other amenities.

The General Manager's Driver is responsible for providing safe, reliable, and professional transportation services to the General Manager. This role ensures timely movement, vehicle safety, confidentiality, and support in day-to-day executive mobility needs. The driver represents the company at all times and is expected to conduct himself/herself with high professionalism, discretion, and courtesy.

Specific responsibilities and accountabilities include, but are not limited to the following:

- Safely transport the General Manager to and from the office, meetings, events, and other engagements as assigned.
- Maintain punctuality, planning routes efficiently to avoid delays.
- Handle last-minute schedule changes with flexibility and professionalism.
- Ensure the GM's assigned vehicle is always clean (interior and exterior), fueled, and well-maintained.
- Conduct routine checks on vehicle condition (oil, tires, brakes, lights, etc.).
- Liaise with the garage/mechanics for scheduled servicing and immediate repairs.



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- Keep accurate records of fuel consumption, mileage, maintenance, and repair logs.
- Adhere strictly to all traffic laws and company driving policies.
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- Prioritize the safety and comfort of the GM at all times.
- Immediately report any accidents, incidents, or vehicle concerns to HR and the GM.
- Maintain up-to-date valid driving license and comply with all legal driving requirements.
- Maintain the highest level of confidentiality regarding the GM's schedule, meetings, and personal or business information.
- Demonstrate excellent grooming, etiquette, and communication skills.
- Represent the company professionally inside and outside the premises.
- Assist with carrying luggage, documents, or other items as requested.
- Perform occasional errands or deliveries as assigned by the GM.
- Ensure schedules, routes, and car readiness are planned in advance each day.
- Any other work related responsibility as assigned by the supervisor.

QUALIFICATIONS & EXPERIENCE

- Minimum of 4 years of professional driving experience, preferably in corporate or executive environments.
- Valid and clean Category B (or relevant) driving license.
- Proven experience driving senior executives or VIPs is an added advantage.
- Strong knowledge of the city's routes, traffic patterns, and alternate roads.
- Ability to maintain confidentiality, demonstrate reliability, and work independently.

Key Competencies

- Excellent driving skills and defensive driving techniques.
- High sense of responsibility, integrity, and trustworthiness.
- Strong communication and customer-service orientation.
- Flexibility with working hours, including early mornings, evenings, weekends, or holidays when necessary.
- Good personal grooming and professional appearance.
- Ability to stay calm and composed under pressure.



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Languages:

- Fluency in English is required,
- Fluency in French will be an asset.

Required documents:

- A detailed CV with 3 contacts of professional referees.
 - A one-page cover letter with a motivation statement in relation to the responsibilities and requirements for this position.
 - Copies of any academic papers, professional training certificates, and other relevant training certificates
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- **The deadline for submitting applications is December 7th, 2025, at 15:00 hrs. Kigali time.**
 - **All applicants should submit their zipped documents on hr@rwandagolf.rw with the subject line " Driver Position."**
 - **Only selected candidates for interview will be contacted.**
 - **All unzipped documents will be automatically disqualified.**