



I. About Ecofleet Solutions Ltd.

Ecofleet Solutions Ltd is a government-owned company mandated to transform and modernize public transport service delivery in the City of Kigali. Its mission is to enhance efficiency, reliability, and accessibility of the transport system through data-driven planning, route optimization, fleet management, and close coordination with stakeholders. By setting and enforcing service standards, Ecofleet ensures that Kigali's growing population has access to safe, reliable, and commuter-friendly transport services.

The company plays a strategic role in managing the city's bus fleet, including planning renewals to maintain a modern and efficient system, while embracing green mobility solutions such as electric buses to align with Rwanda's climate goals. Technology underpins Ecofleet's operations through intelligent transport systems (ITS), GPS tracking, digital performance dashboards, and automated inspections that improve transparency and responsiveness. In addition, Ecofleet oversees shared transport infrastructure—depots, terminals, and bus stops—and manages a unified digital fare collection system that promotes cashless payments, standardizes fares, and ensures accountability. Together, these efforts position Ecofleet as a central driver of Kigali's sustainable, smart, and integrated public transport future.

2. Purpose for Recruiting

Ecofleet Solutions Ltd is seeking competent, self-motivated, and results-oriented individuals to join its team across various departments and roles. A skilled and solution-driven workforce is essential to supporting Ecofleet's vision of delivering efficient, reliable, and commuter-friendly public transport services in Kigali. By fostering talent that aligns with innovation, operational excellence, and sustainability, Ecofleet ensures its services remain responsive, resilient, and future-ready.

3. Required Staff

Job Title: Projects, Monitoring & Evaluation Officer (I)

Reports To: Chief Sustainability & E-Mobility Officer (CSEO)

Department: Executive (Cross-Functional)

Location: Kigali, Rwanda

Job Type: Full-time



1. Role Summary

The Projects, Monitoring & Evaluation Officer provides cross-cutting project coordination and performance monitoring across all key functions of Ecofleet. While the role administratively reports to the CSEO(Chief Sustainability & E-Mobility), its mandate spans the COO(Chief Operating Officer), CFO(Chief Finance Officer), CDXO (Chief Digital & Experience Officer), and CEO's(Chief Executive Officer) priorities.

The Officer ensures that organizational projects are well planned, tracked, and reported, and that Ecofleet leadership receives accurate, timely performance data to guide decision-making.

2. Scope of the Role

- Coordinate planning and execution of cross-functional projects across Ecofleet.
- Establish and maintain an organization-wide Monitoring & Evaluation (M&E) framework.
- Track key performance indicators (KPIs) across departments and produce performance dashboards.
- Support the C-suite with project documentation, tracking tools, and periodic progress reports.
- Facilitate consistent data collection, performance reviews, and reporting standards.
- Support feasibility studies, pilot evaluations, and reform implementation efforts.

3. Key Responsibilities

- Develop and maintain project plans, schedules, risk registers, and implementation dashboards.
- Track progress of priority projects under CSEO, COO, CFO, and CDXO portfolios.
- Collect, validate, and analyze performance data from operations, finance, digital systems, and sustainability initiatives.
- Produce weekly, monthly, and quarterly M&E reports for executive review.
- Coordinate project meetings, prepare minutes, and document decisions and action points.
- Conduct field verification visits at depots, terminals, charging sites, and operational locations.
- Support the evaluation of pilot projects (e-buses, charging infrastructure, digital platforms).
- Standardize reporting templates and ensure compliance with internal and external reporting requirements.
- Provide insights and recommendations to improve project performance and operational efficiency.

4. Indicators of Success

- Accurate and timely project dashboards available for the executive team.
- Improved project coordination and on-time delivery of key initiatives.



- Reliable KPI tracking and performance reporting across departments.
- Strong cross-departmental collaboration and consistent data practices.
- Evidence-based recommendations contributing to operational improvements.
- High-quality evaluation reports for pilots and strategic initiatives.

5. Working Relationships

Internal

CSEO – Administrative reporting and sustainability/e-mobility project coordination.

CEO – Provides consolidated project and performance insights through the CSEO.

COO – Operational KPIs, depot readiness, service performance tracking.

CFO – Budget alignment, procurement-linked projects, financial KPIs.

CDXO – Digital system rollouts, dashboards, GPS/telemetry data integration.

Department Teams – Data collection, validation, and project execution.

External

- institutions, operators, and partners on project monitoring activities.
- Consultants and advisors supporting project evaluations or feasibility studies.
- Donor organizations such as the World Bank for reporting and compliance.

6. Core Competencies & Skills

- Strong project management and organizational skills.
- Analytical mindset with the ability to interpret data and generate insights.
- Proficiency in dashboards, reporting tools, and KPI tracking.
- Excellent communication and cross-functional coordination abilities.
- Detail-oriented with high integrity in data handling.
- Proactive, result-driven, and able to work under tight timelines.

7. Values & Cultural Fit

- Commitment to Ecofleet's mission of smart, sustainable, and efficient transport.



- Integrity, accountability, and transparency in reporting and operations.
- Collaborative behavior and respect for multi-stakeholder environments.
- Curiosity, continuous learning, and adaptability in a reform-driven organization.
- Passion for public service and improving mobility for Kigali's residents.

8. Qualifications & Experience

Minimum:

- Bachelor's degree in project management, Engineering, Economics, Statistics, Environmental Studies, or a related field.
- At least 3–5 years of experience in project coordination, M&E, or program management.

Preferred:

- Experience in transport, energy, infrastructure, or public sector reform projects.
- Certifications in project management (e.g., PRINCE2, PMP) or M&E.
- Experience working with executive leadership or multi-departmental teams.
- Strong ability in Excel, Power BI, or similar tools for data analysis and dashboard development.

Job Title: Inventory Controller Officer (I)

Reports to: Senior Accountant

Department: Finance

Location: Kigali, Rwanda

Job Type: Full-time

I. Role Summary

The Inventory Controller Officer is responsible for managing, monitoring, and controlling organizational stock and operational assets to ensure accurate records, optimal availability, and effective use across Ecofleet operations. The role supports operational efficiency, cost control, and audit readiness by coordinating with procurement, operations, and finance teams to prevent losses, stock-outs, and inefficiencies.

2. Scope of the Role

- End-to-end control of stock items and operational assets across multiple storage and usage points.
- Ensuring alignment between physical stock, asset registers, and inventory management systems.
- Supporting operational teams through timely stock visibility and usage tracking.
- Strengthening internal controls, compliance, and audit readiness related to stock and assets.



3. Key Responsibilities

- Monitor and control stock levels to ensure optimal availability across operations and prevent shortages or excess stock.
- Maintain accurate stock and asset records in inventory systems and physical registers.
- Conduct regular stock counts, cycle counts, and periodic physical verifications at operational locations.
- Investigate, reconcile, and report stock discrepancies, variances, losses, or damage.
- Prepare stock reports including stock movement, consumption, aging, and variance analysis.
- Coordinate with procurement teams to support timely replenishment and demand planning.
- Work closely with operations teams to ensure proper storage, handling, labeling, and controlled issuance of stock items.
- Monitor expiry dates, slow-moving, and obsolete stock and recommend corrective or disposal actions.
- Ensure compliance with company policies, internal controls, and stock management procedures (FIFO / FEFO).
- Support internal and external audits by providing stock and asset records, documentation, and explanations.
- Initiate and support asset and stock disposal initiatives in line with company policy and best-value principles.
- Implement continuous improvement initiatives to enhance stock accuracy, traceability, and operational efficiency.
- Perform any other tasks as assigned by the line supervisor.

4. Indicators of Success

- High accuracy between physical stock counts and system records.
- Reduced stock variances, losses, and write-offs.
- Improved stock availability supporting uninterrupted operations.
- Timely, accurate stock and asset reporting for management and finance.
- Positive audit outcomes related to stock and asset management.

5. Working Relationships

Internal

- Operations Team: Daily coordination on stock usage and accountability.
- Procurement Team: Replenishment planning and supplier coordination.
- Finance Team: Stock valuation, reconciliation, and reporting.
- Internal Audit / Management: Compliance and control assurance.



External

- Suppliers & Service Providers: Stock delivery and documentation.
- Auditors: Stock verification and audit processes.

6. Core Competencies & Skills

- Strong knowledge of stock control and asset management best practices.
- Understanding of FIFO / FEFO principles and consumption tracking.
- High attention to detail and strong reconciliation skills.
- Analytical and problem-solving capabilities.
- Proficiency in inventory or stock management systems and Microsoft Excel.
- Strong organizational and communication skills.
- Ability to work independently across dispersed operational locations.

7. Values & Cultural Fit

- High integrity and accountability in managing organizational stock and assets.
- Commitment to operational discipline and continuous improvement.
- Respect for safety, cleanliness, and responsible resource use.
- Alignment with Ecofleet's mission of efficiency, sustainability, and service excellence.

8. Qualifications & Experience

Minimum:

- Bachelor's degree in supply chain management, Logistics, Business Administration, Accounting, or related field.
- At least 3–5 years of experience in stock control, inventory management, or asset management roles.

Preferred:

- Experience in asset-intensive or operational organizations.
- Familiarity with ERP or stock tracking systems.
- Training or certification in supply chain or inventory management.



Job Description

Job Title: Mechanic (2)

Reports to: Operations Manager

Department: Operations

Location: Kigali, Rwanda



Job Type: Full-time

1. Key Duties and Responsibilities

- Perform routine and scheduled maintenance on buses.
- Diagnose and repair mechanical and electrical faults.
- Ensure all repairs meet safety and quality standards.
- Report on worn-out or faulty parts for replacement.
- Use tools and equipment safely and correctly.
- Maintain cleanliness and order in the workshop.
- Keep records of repairs and maintenance tasks.
- Follow maintenance schedules and job assignments.
- Support preventive maintenance to reduce breakdowns.
- Report any signs of tampering or misuse of vehicles.

2. Requirements

- Secondary education or Diploma in Motor Vehicle Mechanics or equivalent.
- Minimum of 3 years of hands-on experience in professional workshops.

3. Other Skills:

- Strong mechanical and troubleshooting skills.
- Keen attention to detail and safety.
- Team player who follows instructions and deadlines.
- Honest, dependable, and proactive in daily duties.



Job Title: Depot Driver (2)

Reports to: Fleet Coordinator

Department: Operations

Location: Kigali, Rwanda

Job Type: Full-time

1. Key Duties and Responsibilities

- Drive buses safely within the depot premises.
- Transport buses to and from the carwash facility.
- Deliver clean and roadworthy buses to operators as assigned.
- Park buses properly in designated slots after washing or repairs.
- Assist in repositioning buses for maintenance or inspections.
- Conduct basic pre-drive checks (e.g., fuel, cleanliness, visual inspection).
- Report any observed faults, damages, or irregularities to supervisors.
- Maintain time discipline to ensure buses are ready before scheduled dispatch.
- Follow all depot driving, safety, and traffic procedures.

2. Requirements

- Valid driving license (Category D1).
- At least 2 years' driving experience, preferably in fleet or depot settings
- Familiarity with bus operations or depot procedures is an advantage.

3. Other Skills:

- Safe and skilled driving within confined depot environments.
- Responsible, punctual, and reliable.
- Good communication and reporting skills.
- Familiarity with basic vehicle checks.



Job Title: Depot Fleet Officer (13)

Reports to: Fleet Coordinator

Department: Operations

Location: Kigali, Rwanda

Job Type: Full-time

1. Role Summary

The Depot Fleet Officer at Ecofleet Solutions Ltd supports the daily operations of buses at the depot. The officer ensures buses are inspected, available, and deployed on time. The role involves close coordination with drivers, mechanics, and depot management to ensure smooth and safe service delivery according to plans and standards.

2. Scope of the Role

- **Dispatch:** Assist with daily bus dispatch from the depot to assigned routes.
- **Readiness:** Check and confirm the availability and readiness of each bus before departure.
- **Maintenance Support:** Support vehicle inspections and report any faults or delays.
- **Coordination:** Ensure proper communication between the depot, drivers, and operations staff.

3. Key Responsibilities

- Monitor daily bus availability and ensure readiness for dispatch.
- Ensure daily bus inspections are completed (safety, cleanliness, etc.).
- Report technical faults and follow up with the garage or maintenance team.
- Maintain records of departures, returns, mileage, fuel, and downtimes.
- Prepare and submit daily fleet availability and performance reports.
- Coordinate with drivers, mechanics, and depot staff for smooth operations.
- Report operational delays, security issues, or unauthorized bus use.
- Monitor for theft and fuel misuse at the depot.

4. KPIs for Success

- **Bus Readiness:** High percentage of bus availability every day.
- **Punctuality:** Timely dispatch and return of buses.
- **Operational Efficiency:** Fewer delays caused by mechanical issues or cleaning.



- **Reporting:** Accurate and timely submission of bus activity logs.

5. Core Competencies & Skills

- Knowledge of daily fleet routines and depot operations.
- Ability to conduct bus inspections and identify defects.
- Detail-oriented with strong record-keeping skills.
- Problem-solving skills to handle operational pressure.
- Basic computer skills (Excel, fleet logs, or tracking systems).

6. Minimum Qualifications & Experience

- **Education:** Diploma or certificate in Transport Management, Mechanics, Logistics, or a related field.
- **Experience:** 2+ years in bus operations, fleet management, or depot work.
- **Preferred:** Familiarity with GPS systems and vehicle safety checks.



Job Title: Control Room Operator (10)

Reports to: Control Room Manager

Department: Operations

Location: Kigali, Rwanda

Job Type: Full-time

1. Role Summary

The Control Room Operator at Ecofleet Solutions Ltd is responsible for real-time monitoring of bus operations, with a strong focus on preventing revenue theft. The operator ensures route compliance, monitors driver behavior, and flags suspicious activity related to fare collection or operational misconduct.

2. Scope of the Role

- Real-time Monitoring:** Use GPS and surveillance to detect revenue theft and misconduct.
- Compliance:** Identify and report route violations, delays, and fare fraud.
- Field Support:** Coordinate with inspectors to act on suspicious activity.
- Intelligence:** Assist in revenue theft investigations and corrective actions.

3. Key Responsibilities



- Monitor real-time bus movements using GPS and surveillance tools.
- Detect and flag signs of fare evasion, ticket fraud, or undeclared earnings.
- Identify suspicious route deviations, prolonged stops, or skipped trips.
- Alert field inspectors to verify and follow up on suspected revenue leakage.
- Maintain detailed logs of operational irregularities and potential fraud cases.
- Generate daily reports highlighting revenue concerns and driver conduct.
- Support investigations into financial misconduct with proper documentation.

4. KPIs for Success

- **Revenue Protection:** Reduced incidents of fare fraud or revenue loss.
- **Accuracy:** Timely and accurate reporting of operational irregularities.
- **Accountability:** Improved driver compliance through system alerts.
- **Coordination:** Increased effectiveness of field inspections based on control room data.

5. Core Competencies & Skills

- High integrity, vigilance, and attention to detail.
- Familiarity with GPS tracking, fare systems, and reporting tools.
- Ability to identify patterns or irregularities in operational data.
- Basic IT skills (Excel, control room software).
- Strong incident-reporting and communication skills.

6. Minimum Qualifications & Experience

- **Education:** Diploma or degree in Transport Management, ICT, or a related field.
- **Experience:** At least 2 years in transport monitoring, dispatch, or control room operations.
- **Preferred:** Specific experience with fleet tracking tools and fare collection systems.

Job Title: Control Room Manager (I)

Reports to: Chief Operating Officer

Department: Operations

Location: Kigali, Rwanda

Job Type: Full-time

1. Role Summary

The Control Room Manager at Ecofleet Solutions Ltd is responsible for leading the daily operations of the control center to ensure safe, reliable, and efficient public transport services. This role involves high-level supervision of the monitoring team, incident command, and strategic coordination with maintenance, emergency services, and management to maintain service standards and operational integrity.

2. Scope of the Role



- **Operational Leadership:** Lead and manage daily control room activities and staff performance.
- **Incident Command:** Take primary responsibility for managing major service disruptions and emergencies.
- **Service Reliability:** Monitor real-time fleet performance to minimize delays and breakdowns.
- **Compliance & Safety:** Ensure all operations meet regulatory requirements and company safety protocols.

3. Key Responsibilities

- Lead and manage daily control room operations to ensure safe and reliable public transport services.
- Supervise and support control room operators during normal operations and service disruptions.
- Monitor bus operations in real time and take action to manage delays, breakdowns, and incidents.
- Take command during major incidents and coordinate response with drivers, supervisors, maintenance teams, police, and emergency services.
- Ensure accurate service information is provided to passengers and customer service teams.
- Ensure compliance with safety rules, operating procedures, and regulatory requirements.
- Manage room staffing, shift coverage, and overall staff performance.
- Review incident logs and operational reports to implement process improvements.
- Liaise with senior management and external stakeholders on critical operational matters.

4. KPIs for Success

- **Operational Response:** Reduced downtime and faster response times during service disruptions or breakdowns.
- **Service Reliability:** Improved adherence to schedules and reduced route deviations.
- **Team Performance:** High accuracy in operator logs and efficient shift management.
- **Safety & Compliance:** Zero or minimal incidents of regulatory non-compliance.
- **Information Accuracy:** Timely and accurate communication of service status to stakeholders.

5. Core Competencies & Skills

- Strong leadership, people management, and team-building skills.
- Ability to remain calm and decisive under pressure during major incidents.
- Excellent coordination and communication skills with internal and external parties.
- Deep understanding of public transport operations and fleet management systems.
- Analytical mindset for reviewing operational data and implementing improvements.
- High level of integrity and commitment to safety standards.

6. Minimum Qualifications & Experience

- **Education:** Bachelor's degree in Transport Management, Logistics, ICT, Business Administration, or a related field.



- **Experience:** At least 5 years of experience in transport operations, with 2+ years in a supervisory or management role within a control room environment.
- **Preferred:** Advanced knowledge of GPS fleet tracking tools, incident management software, and Rwandan transport regulations.

Job Title: Inspector (6)

Reports to: Inspection Team Leader



Department: Operations & Compliance

Location: Kigali, Rwanda

Job Type: Full-time

1. Role Summary

The Inspector at Ecofleet Solutions Ltd plays a critical role in maintaining the integrity, discipline, and efficiency of daily public transport operations. This position focuses on safeguarding company revenue, enforcing driver conduct, and ensuring that the bus fleet meets the highest standards of safety and cleanliness. The Inspector acts as the "eyes and ears" on the ground, ensuring that Every trip aligns with Ecofleet's operational SLAs and service quality goals.

2. Key Duties and Responsibilities

Revenue Protection & Fraud Detection:

- Fare Verification:** Conduct frequent spot checks on buses to verify passenger tickets and digital fare payments.
- Loss Prevention:** Identify and report instances of fare evasion, ticketing fraud, or unauthorized revenue collection.
- Audit Support:** Verify trip logs against digital earnings to ensure accurate daily financial reporting.

Driver Performance & Conduct Monitoring:

- Behavioral Oversight:** Monitor and report on driver behavior, focusing on safety, professionalism, and adherence to traffic laws.
- Discipline Enforcement:** Address and document cases of misconduct, unauthorized stops, absenteeism, or route deviations.
- Onboarding Support:** Assist in the orientation of new drivers to ensure they understand company policies and service standards from day one.

Fleet & Operational Compliance:

- Pre-Departure Inspections:** Inspect buses at depots for cleanliness, mechanical readiness, and functional safety features before they begin service.
- Schedule Adherence:** Track service irregularities such as late departures or early turnarounds and report them to dispatch.
- Incident Documentation:** Detailed reporting of operational disruptions, accidents, or mechanical failures encountered during shifts.

Customer Service & Integrity:

- Complaint Resolution:** Investigate and address passenger complaints regarding service quality or crew behavior.



- **Cultural Leadership:** Actively promote a culture of integrity, honesty, and service reliability within the operational team.

3. Key Performance Indicators (KPIs)

- **Revenue Security:** Measurable reduction in reported revenue loss and ticketing fraud on assigned routes.
- **Service Quality:** Decrease in passenger complaints related to driver conduct and bus cleanliness.
- **Reporting Excellence:** 100% timely submission of accurate daily inspection and incident reports.
- **Operational Discipline:** Improved punctuality and route compliance at assigned terminals.

4. Requirements & Qualifications

Education & Experience:

- **Academic:** Diploma or Degree in Transport Management, Public Administration, Logistics, or a related field.
- **Professional:** 2–3 years of experience in transport operations, law enforcement, security, or inspection roles.
- **Technical:** Familiarity with fleet tracking systems (GPS), Intelligent Transport Systems (ITS), or automated fare collection methods is highly preferred.

Core Competencies:

- **High Integrity:** Unwavering honesty and fairness, particularly in handling financial and disciplinary matters.
- **Communication:** Strong verbal and written reporting skills in Kinyarwanda and English.
- **Conflict Management:** Ability to handle difficult situations with drivers or passengers professionally and calmly.
- **Detail-Oriented:** Vigilant in identifying minor mechanical faults or subtle signs of fraud.



Job Title: Chief Digital & Experience Officer (CDXO) I

Reports To: Chief Executive Officer (CEO)

Department: Executive

Location: Kigali, Rwanda

Job Type: Full-time

I. Role Summary

The CDXO leads Ecofleet digital transformation and innovation agenda, ensuring that digital tools, platforms, and systems drive operational efficiency, customer satisfaction, and future readiness. This role oversees enterprise IT, data systems, cybersecurity, platform integration, and digital experience design; bridging business needs with scalable, secure, and user-centric technology solutions.

2. Scope of the Role

- **Enterprise IT & Cloud Infrastructure:** Managing ERP, cloud platforms, business systems, and internal tools.
- **Cybersecurity & Data Privacy:** Securing digital assets and ensuring regulatory compliance.
- **Customer Digital Experience:** Designing seamless, intuitive digital journeys for all user segments.
- **Innovation & Advanced Tech:** Driving the adoption of AI, data analytics, and automation.
- **Systems Integration:** Overseeing interoperability between platforms—including payment vendors, digital service providers, and backend systems.
- **Digital Governance:** Establishing frameworks, policies, and digital performance standards.
- **Team Leadership:** Managing cross-functional teams in IT, digital ops, and UX.

Key Responsibilities



- Lead the development and execution of Ecofleet digital transformation roadmap.
- Oversee integration of systems across payment vendors, platforms, and operational tools.
- Ensure reliable, scalable, and secure enterprise systems and infrastructure.
- Champion digital customer experience improvements through design, analytics, and feedback loops.
- Drive innovation using AI, automation, and real-time data for operational insights.
- Define and manage digital governance structures and vendor partnerships.
- Collaborate across departments to embed tech solutions in planning, operations, and finance.
- Ensure platforms meet the needs of both internal users and external customers.

3. Indicators of Success

- Fully integrated digital ecosystem enabling seamless service delivery and payments.
- High platform uptime, user adoption, and customer satisfaction scores.
- Successful deployment of ERP, CRM, and customer-facing platforms.
- Demonstrated use of AI/data tools to drive decision-making and operational efficiency.
- No major data breaches or cyber threats due to strong security practices.
- Digital touchpoints optimized for user needs and service quality.
- Strong cross-departmental collaboration enabled by digital systems.

4. Working

Relationships Internal

- CEO & Executive Team: Strategic alignment and digital planning.
- COO & Operations: Integration of digital solutions into workflows and services.
- CSEO & Sustainability: Supporting digital components in fleet and infrastructure initiatives.
- Finance & Procurement: System integration for financial operations and reporting.
- Legal & Compliance: Ensuring data governance and risk management.

External



- Technology Vendors & Integration Partners: For systems delivery and maintenance.
- Payment Providers: To ensure end-to-end integration and user-friendly transactions.
- Regulatory Authorities: Compliance with cybersecurity and data protection standards.
- Donors & Partners: To co-develop or scale digital solutions.



Job Description

5. Core Competencies & Skills

- Expertise in digital platforms, enterprise systems, and system integration.
- Strong knowledge of cybersecurity and regulatory frameworks.
- Customer experience leadership with a track record in digital service design.
- Ability to lead innovation using AI, analytics, and automation.
- Excellent project management, stakeholder engagement, and cross-functional leadership.
- Strategic thinker with execution capability.

6. Values & Cultural Fit

- Tech-for-good mindset; digital systems that improve public services and access.
- Customer-first design and inclusive digital strategies.
- Ethical leadership and a proactive approach to data responsibility.
- Resilient, collaborative, and impact driven.

7. Qualifications&Experience

Minimum:

- Bachelor's in IT, Computer Science, Information Systems, or Digital Transformation.
- 8+ years in IT leadership, enterprise systems, or digital innovation, with 3+ years in a senior management role.

Preferred:

- Experience integrating multi-vendor systems, particularly payments and service delivery platforms.
- Background in CX, platform development, or government tech.
- Familiarity with regulatory standards for data protection and service security.

Job Title: Head of Legal & Company Secretary (I)

Reports To: Chief Executive Officer (CEO)

Department: Executive

Location: Kigali, Rwanda

Job Type: Full-time

I. Role Summary

The Head of Legal & Company Secretary is a key governance advisor and legal steward for Ecofleet, ensuring the company operates within a robust legal and regulatory framework. The role provides legal counsel to the Board and Executive Management, oversees statutory compliance, and manages all legal risks. This position also ensures effective corporate governance and supports strategic initiatives through legal structuring, contracting, and risk mitigation.

2. Scope of the Role

The role spans corporate governance, legal advisory, compliance management, and institutional risk oversight. Key scope areas include:

- **Board Governance & Secretarial Support:** Managing Board meetings, statutory filings, and corporate governance processes.
- **Legal Advisory & Risk Mitigation:** Providing strategic legal advice on contracts, projects, and business operations.
- **Contract Management:** Reviewing, drafting, and negotiating high-value contracts and MoUs with vendors, partners, and regulators.
- **Regulatory Compliance:** Ensuring the company meets all local and international laws, industry regulations, and licensing requirements.
- **Dispute Resolution & Litigation Management:** Managing disputes, liaising with external counsel, and safeguarding company interests.

- **Institutional Integrity & Ethics:** Promoting legal and ethical standards across Ecofleet operations.
- **Team Leadership:** Leading the Legal Affairs & Compliance unit and supporting cross-functional governance frameworks.

3. Key Responsibilities

- Serve as Secretary to the Board and Board Committees, ensuring proper governance procedures and records.
- Provide strategic legal counsel to the CEO and executive team on all legal matters.
- Lead legal due diligence for strategic partnerships, investments, and public-private engagements.
- Oversee regulatory compliance, including licensing, ESG, data privacy, and transport regulations.
- Manage contract lifecycle, from drafting and negotiation to execution and renewal.
- Lead legal risk assessments and advise on legal implications of strategic decisions.
- Liaise with external legal advisors and represent Ecofleet in legal proceedings.
- Develop internal policies to ensure compliance with statutory and regulatory obligations.
- Promote a culture of transparency, ethics, and accountability throughout the company.

4. Indicators of Success

- Fully compliant statutory and regulatory posture with no major legal breaches or fines.
- Functioning governance framework with timely and well-documented Board meetings.
- Legal risk proactively managed and mitigated in key contracts and business decisions.
- Contracts and agreements reflect the best interests of Ecofleet and support strategic goals.
- Disputes and legal proceedings effectively handled with minimal financial and reputational risk.
- Internal compliance systems and policy manuals developed and embedded.

5. Working Relationships

Internal

- CEO & Executive Leadership: Legal counsel and corporate governance alignment.
- CFO: Financial compliance, funding agreements, and procurement due diligence.
- COO: Legal support on operations, vendor management, and regulatory compliance.
- CDXO & CSEO: Contractual arrangements, compliance, data governance, and partnerships.
- HR & Admin: Labour law and disciplinary actions.

External

- Regulators (RURA, RDB, RRA, etc.): Legal compliance and licensing.

- Legal Counsel & Law Firms: External legal advisory and litigation support.
- Partners & Vendors: Negotiation of contracts and legal frameworks for joint initiatives.
- Government Entities: For legal review of public-private agreements and policy adherence..

6. Core Competencies & Skills

- Strong knowledge of corporate, contract, public, and regulatory law.
- Expertise in governance, risk, and compliance frameworks (GRC).
- Exceptional negotiation, drafting, and advisory skills.
- Strategic thinker with the ability to advise on high-stakes decisions.
- Strong ethics, discretion, and commitment to institutional integrity.
- Team leadership, mentoring, and cross-functional collaboration skills.

7. Values & Cultural Fit

- Upholds the highest standards of legal ethics and governance.
- Values transparency, accountability, and public impact.
- Supports responsible innovation through proactive legal guidance.
- Collaborative and pragmatic problem-solver.
- Champions a rights-based and compliant approach to business operations.

8. Qualifications & Experience

Minimum:

- Bachelor of Laws (LLB) and Advocate of the High Council.
- 7+ years of in legal advisory, corporate compliance, and governance; preferably in a regulated or public-interest organization.
- Experience in corporate law, contracts, and public sector compliance.

Preferred:

- Master's in Law (LLM), Corporate Governance, or Business Law.
- Experience in infrastructure, energy, transport, or climate finance sectors.
- Knowledge of donor frameworks and public-private partnerships.

XI) EXECUTIVE & ADMINISTRATIVE ASSISTANT (I)

Reports to: Chief Executive Officer (CEO)

Department: Executive

Location: Kigali, Rwanda

Job Type: Full-time

a) Role Summary

The Executive & Administrative Assistant provides high-level administrative support to the CEO, ensuring efficient office coordination, scheduling, correspondence management, and preparatory analysis to support executive decision-making. The role also includes basic financial and operational data review, helping the CEO interpret reports, audit findings, and key business metrics.

b) Scope of the Role

- Manage CEO's schedule, communications, and daily office operations.
- Prepare briefings, reports, and presentations, including financial or operational summaries for decision-making.
- Conduct pre-analysis and research to support executive initiatives.
- Coordinate meetings, events, and stakeholder engagements.
- Assist with follow-up on audit or financial action items where required.

c) Key Responsibilities

- Maintain calendar, appointments, and travel arrangements for the CEO.
- Draft emails, reports, and presentations, summarizing key financial and operational information as needed.
- Conduct pre-analysis and research to support CEO decisions, including reviewing accounting, audit, or operational reports for insights.
- Coordinate internal and external communications and correspondence.
- Organize and follow up on meetings, ensuring financial or operational action items are tracked.
- Support office logistics, filing systems, and documentation management.

d) Indicators of Success

- Efficient and well-organized executive office operations.
- Timely preparation of accurate briefings, reports, and correspondence.
- Smooth coordination of meetings, events, and executive priorities.
- CEO receives actionable insights from summaries of financial, operational, and audit reports.

e) Working Relationships

Internal

- CEO: Direct support for all administrative, reporting, and preparatory tasks.
- Executive Team & Staff: Coordinate schedules, communications, and reporting.

External

- Stakeholders, partners, and vendors: Manage executive-facing interactions.

f) Core Competencies & Skills

- Strong organizational, planning, and multitasking skills.
- Excellent written and verbal communication abilities.
- Discretion, integrity, and confidentiality.
- Analytical mindset and ability to interpret basic financial or operational data.
- Proficiency in MS Office and digital collaboration tools.

g) Values & Cultural Fit

- Commitment to Ecofleet's mission and executive support excellence.
- Proactive, detail-oriented, and solution-driven approach.
- Integrity, discretion, and teamwork.
- Interest in learning and supporting financial, operational, and audit processes.

h) Qualifications & Experience

Minimum:

- Bachelor's degree in Business Administration, Management, Accounting, Finance, or related field.
- 3–5 years of administrative experience providing high-level executive, including exposure to financial reporting, accounting, or audit processes.

Preferred:

- Experience supporting C-level executives in complex, fast-paced environments.
- Experience in preparing financial or operational summaries and assisting in audit-related follow-ups.
- Familiarity with reporting, pre-analysis, or dashboard preparation.

Professional Internship: Airport Guest Relations & Operations (28)

Role Overview

Ecofleet is offering an immersive professional internship for a motivated recent graduate eager to launch a career in international hospitality and logistics. This role serves as a bridge between your academic studies and high-level operations, providing hands-on experience at our airport Helpdesk.

As the first point of contact for international travelers and VIP partners, you will apply your degree in Tourism, Hospitality Management, or Communications to represent our brand in a dynamic, global environment. You will receive direct mentorship to help you master the standards of professional guest relations and operational excellence.

Key Responsibilities

- **Guest Services Support:** Assist in managing the Helpdesk as the welcoming face of Ecofleet, providing clear guidance and refined service to international travelers.
- **VIP Liaison:** Support the on-site logistics for visiting donors and VIP partners, learning to manage professional receptions and stakeholder relationships from arrival to departure.
- **Multilingual Engagement:** Practice professional-level fluency in English and French to facilitate interactions and translate complex information for a diverse audience.
- **Operational Data Tracking:** Use Microsoft Excel to track helpdesk traffic and feedback, contributing to data-driven reports that help the management team improve services.

- **Digital Coordination:** Maintain real-time connectivity with the head office using tools like Gmail, Google Meet, and Skype to solve logistics challenges as they arise.

Candidate Qualifications

- **Education:** A recently completed University Degree in Tourism, Hospitality Management, Customer Service, Communications, or a related field.
- **Bilingual Proficiency:** Strong professional fluency in both English and French. You should feel comfortable switching between languages to assist travelers and draft professional notes.
- **Technical Literacy:** Solid foundational skills in the Microsoft Office Suite and comfort using virtual collaboration tools for team communication.
- **Professional Presence:** A disciplined, organized approach to work with a sharp eye for detail and the emotional intelligence to stay calm in a high-traffic airport setting.

Professional Development & Benefits

- **Mentorship:** Gain direct exposure to international aviation logistics and hospitality standards under the guidance of experienced operations staff.
- **Networking:** Build a professional network within the international travel and donor relations sectors.
- **Career Growth:** This internship is designed to develop the core competencies required for a permanent role in global operations.