



Job Announcement

Organization: YouthConnekt Africa Hub

Location: Kigali-Rwanda

Application period: 5th April to 15th April 2021

Duration of Contract: One Year with possibility of renewal

Type of Contract and Applicants: temporary appointment (TA) and Rwandan only

Background

Africa's greatest resource is arguably its nearly 230 million youth. Yet, this tremendous asset is relatively untapped. This is largely due to limited access to education, mentorship, finance, employment opportunities and health required to meaningfully participate in the continent's socio-economic transformation and realize the economic dividend.

YouthConnekt Africa (YCA) has emerged as a high-impact solution for African countries to realize the demographic dividend. Launched in Rwanda in 2012, YouthConnekt has been embraced for its innovative design and implementation providing youth with the skills, networks and information needed to scale their initiatives and gain meaningful employment. To date, eighteen countries have already initiated YouthConnekt and many others have expressed their wish to implement the model.

The Inaugural July 2017 YCA Summit mandated the setup of a Hub to scale-up the initiative. YCA, a Pan-African platform endorsed to act as an implementing mechanism of the African Union (AU) youth charter and have as its vision "connecting African youth for socio-economic transformation". Its mission is to reinforce members' youth empowerment initiatives and entrepreneurs with expertise, partnerships and the brand of YouthConnekt. The YCA Hub will mainstream gender in its program design and implementation.

The YCA Hub strategy aims to touch at least 1.2 million Youth (women and men) in Africa over five years. YCA would thus contribute to at least seven of the SDGs goals and the AU 2063 agenda, targeting 25 million jobs created and 50 million youth upskilled.

The YCA Hub has signed a country host agreement with the Government of Rwanda that position the its Executive Director as a diplomatic personality, consequently in order to smoothly fulfil her/his duty the Executive director will need a full time driver

that will be considered among YCA Hub staff. The designated driver will perform various assignment that are listed below:

Proposed ToRs for the YCA hub Driver

The driver is responsible for

- Safely and responsibly performing all official travel using official vehicles
- Regularly servicing and looking after official vehicles
- Raking account of all available information on road conditions, accessible routes, and locations
- Running errands for the organization upon request.

1. Driving

- Provide passenger transport for the YouthConnekt Africa Hub Executive Director
- Run errands for the Executive Director, e.g. sending letters and messages, paying bills, and buying small quantities of office supplies
- Completes the vehicle log correctly

2. Service

- Cleans the interior and exterior of the vehicle(s) regularly
- Checks oil, water, brakes, and brake liquid, tire pressure, battery levels, and the entire vehicle, monthly or every 5,000 km (whichever is first), headlights, brakes, bodywork for dents, etc.
- Responsible for the organization vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance.
- Calculates monthly petrol, oil, and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting.
- Reports need for service and carries out minor repairs.
- Immediately reports all involvement of the vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings.

3. Other duties/additional tasks

- Assists other staff of the organization upon request and approval by the Executive Director.

C. Required qualifications, competences, and experience

Qualifications

- Secondary school education
- Holds a valid driver's license

Professional experience

- At least 1-3 years' work experience as a driver with references
- No major accidents in the past 3 years

Other knowledge, additional competences

- Good knowledge of English and Kinyarwanda, ideally a knowledge of French

- Discipline and punctuality
- Resilience and patience
- Appropriate appearance and attire (friendly manner with all passengers)
- Ensures unrestricted availability of vehicle at all times and reports restrictions immediately
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Interested candidates should submit their application (motivation letter, updated CV, certificates, and references) before the 15th April 2020 at 5:00 PM, by e-mail to grace.mugabekazi@yothconnektafrika.org. Please quote the job title in the mail subject.