



High Commission of India
Villa No. 67, KG 9 Av, Nyarutarama
Kigali

The High Commission invites applications for the Post of one Chauffeur.

Eligibility:

- a) Age: 25 - 35 years as on 01st November 2026
- b) At least 3 years of professional driving experience preferably with some Diplomatic Mission/Embassy, Internal Organizations or the office of Government of Rwanda
- c) Preferred educational qualification: Intermediate, 12th standard or equivalent
- d) Language fluency: Fluent in spoken and written English and Kinyarwanda
- e) valid and clean local driving license
- f) Good knowledge of Kigali's topography, major roads, traffic patterns, and the locations key sites in and outside Kigali
- g) Clear Record Certificate from Police or local Government authorities
- h) Free from any disease/deformity related to Vision, Hearing and physical mobility
- i) Working knowledge of cars, their parts and maintenance
- j) Only Rwandan National may apply for the post

Description of duties:

- a) Driving the official vehicle as per plan and schedule provided by office
- b) Performing basic vehicle maintenance, routine inspections and keeping car clean
- c) Keeping regular watch on altered routes, changed road directions etc

Working hours: This is a full-time position, with working hours from 0830 hrs to 1700 hrs, Monday to Friday. The selected candidate should be willing and able to perform duties before/after office hours and weekends, if required.

Pay: Monthly gross salary approx. US\$320/-

Position date: Selected candidate will be required to join the High Commission from November 2026.

Last date of receipt of application: 16th October 2026 (1700 hrs local time)

How to apply: Eligible candidates may forward their CVs along with copy of valid driving license by email with the subject "Application for the post of Chauffeur" alongwith latest passport size photograph by email to : admn.kigali@mea.gov.in and CC to : info.kigali@mea.gov.in

Selection criteria: Only short-listed candidates would be called for interview