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, AMMI**

The African Masters of Machine Intelligence (AMMI) program launched in September 2018 provides brilliant young Africans with state-of-the-art training in Machine Learning and its applications. The AMMI program is part of AIMS ecosystem of advancement of Machine Learning in the service of global society.

As the Driver & Logistics Assistant, you are responsible for timely and safe transportation of Students, Program employees or any authorized person, and supplies to facilitate smooth implementation of AMMI. Reporting to the Program Manager, he/she will also assist in other logistics assignments for AIMS-NEI.

You will also ensure maintenance of all vehicles is carried out in a timely manner, regularly check the condition of the entire vehicle, including battery water levels, engine oil, automatic transmission fluid, brakes and brake fluid, tires, etc. to ensure it is fully operational and inform your immediate supervisor in case of a need for immediate attention and ensure systematic cleanliness of the interior and exterior of the vehicle(s). In addition to this, you will be responsible for the Program vehicle(s)’ documents and their good condition, keeping the vehicle(s) logs and recording monthly maintenance. You will also support staff team with logistics and administrative tasks related to the Program as requested.

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

**Do you have what we need?**

- A minimum of secondary school certificate, a Bachelor’s degree is an asset,
- At least five (5) years’ work experience in driving and logistics in Rwanda,
- Possess a valid driver's license, with no major accidents in the past 5 years,
- Demonstrate knowledge of defensive driving, preferably with certification in the same,
- Experience or basic training in logistics management an advantage,
- Experience working in an NGO environment is an added advantage,
- Professional, good mannered, punctual, and flexible to meet all Program transport needs,
- Full knowledge of Kigali City and of Rwanda in general,
- Ability to speak, write and read English and Kinyarwanda. Knowledge of French an added advantage.
Are you ready to be a part of the transformation?
Submit your letter of motivation, including salary expectations together with a detailed CV in English to: careers@nexteinstein.org (i.e. quote “Driver & Logistics Assistant, AMMI_internal” in the subject line). Applications will be accepted until December 31, 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.