



## **SPECIAL DRIVERS UNITED PLC**

**Kigali City, Gasabo District, Kimironko Sector, Bibare Cell  
KG 200St, Plot 31 TIN:108793727 Email: specialdriversunited@gmail.com  
Phone: +250 788 380 296, +250 786 294 476, +250 785 758 153**

### **RECRUITMENT ANNOUNCEMENT**

SPECIAL DRIVERS UNITED Plc (SDU Plc) is a Rwandan-owned land transportation company limited by shares. The company was founded and registered with the Rwanda Development Board (RDB) in April 2019 and was issued with the first license by the Rwanda Utilities Regulatory Authority (RURA) in May 2019. The company operates as a common billing platform for a group of vehicles owners. This enables the company to access the corporate market which includes government agencies and private companies. Special drivers united Plc (SDU Plc) is seeking to recruit an experienced Tender and commercial Officer. The skills and other requirements are outlined below.

#### **Reporting to the Managing Director he or she will have below main duties:**

- Prepare, manage and oversee the entire tender process from start to final submission,
- Make regular research from different sources to gather all necessary documentation and information for tender submissions,
- Maintain records of all tender documentation and correspondences,
- Monitor market trends and gather competitor activities and information,
- Develop and implement effective commercial strategies,
- Negotiate and finalize agreements with clients and vendors,
- Monitor market trends and identify business opportunities,
- Collaborate with cross-functional teams to achieve business objectives,
- Ensure compliance with regulatory standards and industry best practices,
- Review and analyze tender documentation and contract conditions,
- Be involved in negotiations of terms and pricing with clients and subcontractors.

#### **Requirement for the position:**

- Rwandan by nationality,
- Having honor's degree in Business, Management, Transport, Marketing, or any other related field,

- Experience of at least 5 years in operations department,
- Strong understanding of contract law and tendering procedures,
- Excellent negotiation and communication skills,
- Good criminal records,
- Be able to work anywhere in Rwanda without any obligation beside the contract,
- Ability to conduct him/herself in a professional manner,
- Ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly,
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment,
- Ability to work with a high degree of accuracy and attention to detail,
- Excellent communication (oral & written) and interpersonal skills,
- Ability to act with tact, diplomacy, discretion and respect for confidentiality,
- Proof of knowledge of at least two softwares used in company operations,
- Proficiency in MS Office Suite (Word, Excel, Access etc),

Interested candidates should send their application all in one file: Cover Letter, CV with 3 persons references, Academic certificates and other professional trainings, Proof of Experiences and everything that must prove every requirement above, and addressing the application to SDU Managing Director via Email: [specialdriversunited@gmail.com](mailto:specialdriversunited@gmail.com) or in hard copies at the Head offices of SDU Ltd (KG 200St, Plot 31, Kimironko, Gasabo, Kigali) not later than .....30<sup>th</sup> of January 2026.....

Only shortlisted candidates shall be contacted.

Done at .....12/01/2026.....

Theobald NTUKABUMWE

Managing Director

