

JOB OPPORTUNITIES

Rugabano Outgrowers Services Ltd. (ROS) is a service company that provides professional agriculture and Logistics services to tea farmers in Karongi, Rutsiro and Ngororero Districts. Ros is seeking to recruit qualified and self motivated individuals to take up the following position:

1. DRIVER (one vacancy)

Key Responsibilities:

- Safely driving/operating the company vehicle and ensuring the safety of the vehicle passengers and bystanders alike whilst strict complying with the traffic rules. This includes transporting ROS staff as instructed or assigned.
- Conduct maintenance checks, promptly follow up key issues and generate precise adhoc motor vehicle situation reports in line with maintenance best practice and driving details.
- Ensuring the smooth collection and delivery of tea production and farm inputs, Company assets, correspondences, classified documents, low and high valued goods or items, etc both internally and externally as required and ensuring their safety and security whilst on transit including.
- Maintain up-to-date record of vehicle movement logbook, insurance, license and observe company vehicle handling guidelines.
- Monitor and follow up vehicle maintenance schedule, verify works/ repair and prepare precise monthly motor vehicle situation reports in line with reporting guidelines.
- Ensure the vehicle is kept clean and fuelled so as to uphold company image. This will include carrying out daily pre-operation checks such as engine oil, tyre pressure, water levels, coolant, oil, brake and clutch fluid, battery level etc. to ensure the vehicle is in good condition.
- Ensure the company vehicles are presented for any annual inspection as may be legally required.
- Assist in loading and unloading of vehicles when necessary.
- Any other tasks as may be assigned from time to time.

Qualifications:

- Completion of secondary school education (12YBE).
- Having a valid Driving License class B and C is mandatory. Possessing Class F will be an added advantage.
- Having a degree or certificate in mechanics is an advantage.
- At least a minimum of 3 years' driving experience with a demonstrated safe driving record.
- Experience in driving a variety of makers and models of vehicles, including SUV, trucks and other kinds of motorised vehicles.
- Having the certificate of defensive driving is an advantage.
- Basic ability to speak English is an advantage.
- Be available to work longer hours, after hours and weekends, and when necessary or in an emergency.
- **Both males and females are encouraged to apply.**

2. GREENLEAF WEIGHING CLERK (One vacancies)

Key Responsibilities:

- Coordinate all weighing activities in tasked area and ensure that all weights of green leaf are recorded as per ROS instructions.



- Ensure that all suppliers (tea farmers) are issued records or receipts of the weights done.
- Report to zone agronomist and Logistics officer any issues of dishonesty that are taking place in the zone.
- Report to Logistics officer any green leaf collected on day-to-day basis
- Monitoring of the existing brown field and green field farms and report to zone agronomist.
- Monitoring and reporting any sub-standard agricultural practices to agronomists
- Prepared and submit production monthly reports
- Ensure that all Greenleaf supplied meet the ROS quality standards
 - Mobilize and organise capacity building for tea pluckers and farm owners for successful tea farming to the community at large.
 - Keep proper records of field expenditures when appropriate and report to zone Agronomist.
 - Submit regular updates, reports and case studies on success stories and lessons learned.
 - Ensure the implementation of agreed plans at the field level to achieve quality results on time.
 - Keep management informed of all information from farmers that will affect the smooth operation of the activities planned by the company.

Qualifications:

- Must possess a secondary school certificate in Agriculture, Forestry, crop production or another related field is mandatory.
- Having any working experience in tea sector and ability to use Electronics tools are an advantage.
- Ability to develop and maintain strong relationships of trust and confidence with staff and tea farmers, farmer organizations and local stakeholders, including ability to adapt appropriately to different cultures, and social contexts.
- Basic ability to speak English is an added advantage.
- Ability to work and live in a rural setting.
- Be a good team player with the ability to complete assigned tasks within set deadlines.
- **Both males and females are encouraged to apply.**

3. ASSISTANT LOGISTICS COORDINATOR (One vacancy)

Key Responsibilities:

- Assist in planning and coordinating logistics operations, including transportation, warehousing, and inventory control.
- Monitor and track GL transportation, ensuring timely deliveries and resolving any delays or issues.
- Communicate with agronomists, capitas, and farmers to manage transportation schedules and updates.
- Maintain accurate records of green leaf purchases, receipts, and inventory in the easyway database.
- Support in preparing necessary GL tea buying tools and documentation (e.g., receipts, scales, phones, green leaf bags, etc).
- Assist in optimizing logistics processes to reduce costs and improve efficiency.
- Ensure compliance with company policies, industry regulations, and safety standards.



- Handle customer inquiries related to logistics and provide timely updates.
- Assist with reporting and data analysis related to logistics performance and inventory levels.
- Work collaboratively with the logistics coordinator, leaf buying clerks, and accounts teams to streamline operations.
- Assist with maintenance of vehicles and to be able to keep good records of the maintenance done, raise accurate requisitions.
- keep the excel sheets recording the items consumed, the km run, the kg of items carried

Qualifications & Skills:

- Certificate in vehicle maintenance or diploma in Logistics, Supply Chain Management, or a related field (preferred).
- Prior experience in logistics, transportation, or supply chain management is an advantage.
- Strong organizational and multitasking abilities.
- Excellent communication and problem-solving skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and logistics software.
- Ability to work in a fast-paced environment and handle multiple tasks efficiently.
- **Both males and females are encouraged to apply.**

Work Conditions:

- Office/Field-based with occasional visits to the factory facilities.
- Requires availability for extended hours during peak operational periods.

How to apply?

Interested and eligible applicants should send the following documents to **ROS Head Office** located in Karongi District, Rugabano Sector, Gisiza Cell, Winyambo Village not later than **1st September 2025 at 5pm:**

1. Application letter.
2. Curriculum vitae with 3 referees names and Addresses.
3. Copies of relevant Academic certificates, training, and experience certificates.
4. Copy of ID.
5. Copy of Driving license for drivers.
6. Criminal Record Form from Irembo.

Applications should be addressed to **the General Manager** and in the subject line indicate **the position you are applying for**. Online applications are also acceptable and should be sent to info@ros-sc.com.

Done at Rugabano on 14th August 2025

Callixte HAVUGIMANA

General Manager

