

VACANCY ANNOUNCEMENT

TALENT ACQUISITION OFFICER

1. About Ecofleet Solutions Ltd.

Ecofleet Solutions Ltd is a government-owned company mandated to transform and modernize public transport service delivery in the City of Kigali. Its mission is to enhance efficiency, reliability, and accessibility of the transport system through data-driven planning, route optimization, fleet management, and close coordination with stakeholders. By setting and enforcing service standards, Ecofleet ensures that Kigali's growing population has access to safe, reliable, and commuter-friendly transport services.

The company plays a strategic role in managing the city's bus fleet, including planning renewals to maintain a modern and efficient system, while embracing green mobility solutions such as electric buses to align with Rwanda's climate goals. Technology underpins Ecofleet's operations through intelligent transport systems (ITS), GPS tracking, digital performance dashboards, and automated inspections that improve transparency and responsiveness. In addition, Ecofleet oversees shared transport infrastructure—depots, terminals, and bus stops—and manages a unified digital fare collection system that promotes cashless payments, standardizes fares, and ensures accountability. Together, these efforts position Ecofleet as a central driver of Kigali's sustainable, smart, and integrated public transport future.

2. Purpose for Recruiting

Ecofleet Solutions Ltd is seeking competent, self-motivated, and results-oriented individuals to join its team across various departments and roles. A skilled and solution-driven workforce is essential to supporting Ecofleet's vision of delivering efficient, reliable, and commuter-friendly public transport services in Kigali. By fostering talent that aligns with innovation, operational excellence, and sustainability, Ecofleet ensures its services remain responsive, resilient, and future-ready.

3. Position Details

Job Title: Talent Acquisition Officer

Reports to: Head of People & Culture

Department: People & Culture

Location: Kigali, Rwanda

Job Type: Full-time

1. Role Summary

The Talent Acquisition Officer supports the Head of People & Culture in executing Ecofleet's talent acquisition strategy and workforce planning initiatives. The role is responsible for delivering efficient, high-quality, and timely recruitment processes that enable the organization to attract, hire, and onboard mission-aligned talent. Working closely with hiring managers, the officer ensures that recruitment activities are aligned with business needs, while contributing to employer branding and continuous improvement of talent acquisition practices.

2. Scope of the Role

- Support the implementation of talent acquisition strategies aligned with Ecofleet's growth and transformation agenda.
- Execute end-to-end recruitment processes across all departments.
- Contribute to workforce planning and talent pipeline development.
- Support employer branding and candidate experience initiatives.
- Ensure recruitment practices comply with labor laws, internal policies, and ethical standards.

3. Key Responsibilities

- Partner with hiring managers to understand staffing needs and support the development of recruitment plans.
- Manage the full recruitment lifecycle, including job postings, sourcing, screening, interviewing, selection, and offer coordination.
- Source candidates through multiple channels, including job boards, social media, professional networks, and referrals.
- Build and maintain a robust talent pipeline to meet current and future workforce needs.
- Coordinate and facilitate interviews, ensuring a positive and professional candidate experience.
- Support onboarding processes to ensure smooth integration of new hires.
- Maintain accurate recruitment records and generate regular hiring reports and analytics.
- Contribute to strengthening Ecofleet's employer brand through candidate engagement and outreach initiatives.
- Ensure all recruitment activities comply with applicable labor laws and internal policies.
- Identify opportunities to improve recruitment processes, tools, and efficiencies.

4. Indicators of Success

- Timely fulfillment of hiring needs in line with business priorities.
- High quality of hires, reflected in performance and retention.
- Positive candidate experience and hiring manager satisfaction.
- Strong and diverse talent pipeline across key roles.
- Efficient and compliant recruitment processes.

5. Working Relationships

Internal:

- Head of People & Culture: For strategic direction and alignment.
- Hiring Managers & Team Leads: For workforce planning and recruitment execution.
- HR Team: For coordination of onboarding and employee lifecycle processes.

External:

- Recruitment platforms and agencies: For sourcing candidates.
- Training institutions and professional networks: For talent pipeline development.

6. Core Competencies & Skills

- Strong interpersonal and communication skills.
- Excellent organizational and time management abilities.
- Ability to assess talent and support sound hiring decisions.
- Proactive sourcing and networking capabilities.
- High level of integrity and professionalism.
- Data-driven mindset with basic knowledge of recruitment metrics.
- Ability to work effectively in a fast-paced and dynamic environment.
- Familiarity with recruitment tools, HRIS, and applicant tracking systems.

7. Values & Cultural Fit

- Commitment to Ecofleet's mission of sustainable and innovative transport solutions.
- Passion for people, fairness, and inclusive hiring practices.
- Integrity, accountability, and attention to detail.
- Collaborative mindset and willingness to learn and grow.

8. Minimum Qualifications & Experience

Minimum:

- Bachelor's degree in human resource management, Business Administration, or a related field.
- 3–5 years of experience in recruitment or talent acquisition.

Preferred:

- Experience in fast-growing or operationally intensive environments (e.g., transport, logistics, mobility).
- Familiarity with HRIS and applicant tracking systems.
- Professional HR certification (e.g., CHRP, SHRM-CP) is an added advantage.

How to Apply

Interested candidates are invited to submit their applications via email to careers@ecofleet.rw. All application documents must be compiled into one single folder/file labeled with the subject of the position applied for. Applications must include: a cover letter addressed to Aubin RUKERA – Chief Executive Officer, Ecofleet Solutions Ltd, a detailed Curriculum Vitae (CV),

certified copies of academic and professional certificates, and contact details of three (3) previous supervisors.

Application deadline: 31st July 2026.

Only candidates who meet the required qualifications and relevant experience will be shortlisted and contacted for interviews.

Done in Kigali, 24th July 2026.