

JOB ADVERTISEMENT.

Rwanda Interlink Transport Company (RITCO Ltd) is a public-private entity providing sustainable solutions to public transport for both rural and urban populations.

we are looking for interested, qualified, committed and competent candidate to apply for the position of Operations Manager.

Number of Position :1

Reporting: The operations Manager report to the Chief Transport Operations Officer.

Main Responsibilities.

- Assist the Chief Transport Operations Officer in managing the transport operations;
- Manage day-to-day activities and report to the Chief t Transport Operation Officer.
- Receive and address customer/passenger complaints.
- Ensure to receive all phone calls from drivers at any hour in the day.
- Review and arrange all transportation paperwork inclusive of driver logs, Driver trip reports, and invoices.
- Developing and implementing effective asset management systems, equipment maintenance programs, and Standard operating procedures (SOP) across the business to achieve revenue targets and operating budgets.
- Be responsible for the deployment of buses on various routes
- Collaborate with the Chief Finance Officer to ensure that all cash collections are remitted/banked intact every evening.
- Supervise the use of POS machines by booking clerks
- Be responsible for deployment and replacement of drivers.

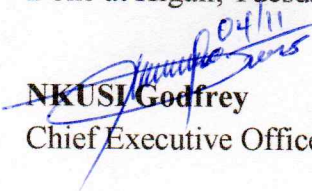
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Job Requirements and Qualifications.

- Minimum of a Bachelor's degree or equivalent in business administration, economics, Human Resource management or secondary education
- Knowledge of the functions, operation, and mission of the transport companies
- Better than average written and spoken communication skills.
- Eligible to work everywhere in Rwanda
- Fluent in both English, Kinyarwanda and French
- Management experience in a team-oriented workplace is preferred.
- Demonstrated ability to lead and develop a department and department staff members.
- Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Access.
- General knowledge of various employment laws and practices and employee relations.
- Evidence of the ability to practice a high level of confidentiality.
- Excellent organizational management skills.
- 5 years' experience in transport operations and management.
- A minimum of three years of responsible leadership experience in management or supervisory positions.
- Specialized training in managing human resources is preferred.
- A deep understanding of financial management is also a plus.

The interested candidates are requested to submit their application letter addressed to Chief Executive Officer together with detailed and updated CV, Academic qualification certificate, updated no criminal certificate and copy of ID at recruitment@ritco.rw not later than 25th November 2025 at 5:00PM.

Done at Kigali, Tuesday, November 04, 2025.


NKUSI Godfrey
Chief Executive Officer

