



## NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

### JOB ADVERTISEMENT

#### NAEB VACANT POSITIONS FOR PROFESSIONAL INTERNSHIP

The National Agricultural Export Development Board (NAEB) would like to recruit self-motivated and qualified candidates to fill the following positions for Professional Internship.

Post	Job Profile	Job Description	Key Competences
<b>Sampling professional Intern</b> <b>Six (6) months</b>	<ul style="list-style-type: none"><li>Bachelor's Degree in Biotechnology, Agriculture Science, Food Science and Technology, Biology, Chemistry and Pharmacy</li></ul>	<p><b>Under the direct supervision of the Division Manager of QA and Regulatory, the Professional Intern will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>Receiving, coding, registering samples and keeping the records,</li><li>Keeping reference samples in the appropriate conditions,</li><li>Transferring received samples to the laboratories,</li><li>Maintaining and keeping up-to-date records</li><li>Preparing the test results' reports for signature</li></ul>	<ul style="list-style-type: none"><li>Good written and verbal communication skills</li><li>Keen attention to detail</li><li>Blueprint reading capabilities</li><li>Understanding of quality control standards and testing techniques.</li><li>Documentation and reporting skills</li><li>Teamwork and collaboration</li><li>Comfortable standing or walking for long periods of time</li></ul>



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**Sensory Professional Intern  
Six (6) months**

- Bachelor's Degree in Food Science and Technology, or Chemistry, Biotechnology, Agriculture Science

**Under the direct supervision of the Division Manager of QA and Regulatory, the Professional Intern will perform the following duties & Responsibilities:**

- Recording and coding tea samples before testing,
- Physical analysis and tea classification;
- tea sorting, cupping and filing all results.
- Administer coffee/tea sensory lab efficiently
- Conduct sampling of coffee/tea lot upon request
- Prepare required tools/materials for daily coffee /tea sensory laboratory process
- Process samples into database and send samples for approval/assessment to the direct supervisor;
- Provide weekly spreadsheets detailing samples received and their results;
- Adhere to the procedures, instructions and keep the sensory laboratory documents/records up to date;
- Plan, follow up and report on calibration and maintenance of laboratory equipment
- Ensure the confidentiality of sensory laboratory activities.

- Demonstrated passion for the world of Coffee;
- Microsoft Office skills are essential;
- Ability to effectively manage time and responsibilities to multitask and prioritize;
- High level of attention to details;
- Great organization skills and commitment to neatness;
- Enthusiastic, proactive and result-driven attitude;
- Ability to deal with ambiguity;
- Previous use/experience of databases (Excel and Microsoft Access);
- Fluent in English and/or French
- Experience in working in Coffee sectors is a plus.



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<p><b>Physio-Chemistry professional Intern</b> Six (6) months</p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Chemistry, Biotechnology, Food Science and Technology</li> </ul>	<p><b>Under the direct supervision of the Division Manager of QA and Regulatory, the Professional Intern will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Sampling for soil, water, plant, food and other related agricultural products,</li> <li>• Cleaning of materials, equipment and laboratory,</li> <li>• Maintaining, monitoring and recording the performance of the laboratory equipment</li> <li>• Decontamination of used laboratory wares.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively manage time and responsibilities to multitask and prioritize;</li> <li>• High level of attention to details;</li> <li>• Great organization skills and commitment to neatness;</li> <li>• Enthusiastic, proactive and result-driven attitude;</li> <li>• Ability to deal with ambiguity;</li> <li>• Previous use/experience of databases (Excel and Microsoft Access);</li> <li>• Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>
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**HOW TO APPLY**

The Job Title should be the subject of the email. The motivation letter of interested candidates accompanied by detailed CV with at least three referees, Photocopy of degree, and national identity card should be submitted to NAEB E-mail: [recruitment@naeb.gov.rw](mailto:recruitment@naeb.gov.rw) and copy to [elisa.mupenzi@naeb.gov.rw](mailto:elisa.mupenzi@naeb.gov.rw) not later than Friday 05<sup>th</sup> January 2024 at 3:00 PM.



  
**NDIKUMANA André**  
**Chief Finance Officer**

BP 104 Kigali, Tel. (250) 252 57 56 00      Hotline 3800

