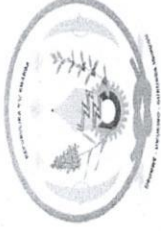




**NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD**



Republic of Rwanda

**JOB ADVERTISEMENT**

25 AUG 2022  
9232681020

**NAEB VACANT POSITION FOR RECRUITMENT**

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

Post	Job Profile	Job Description	Key Competences
<p><b>Mechanical Engineer (1)</b> <b>Under contract</b></p>	<ul style="list-style-type: none"> <li>The Mechanical Engineer should have at least A1 in Mechanical Engineering (Production and Manufacturing Technology) with 2 years' experience in mechanical engineering</li> <li>Having experience for maintenance of processing machines and equipment. Having worked in the silk related machinery would be an added advantage</li> </ul>	<p><b>Under the direct supervision of the Division Manager, Emerging Commodities, the Mechanical Engineer will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Regularly undertake the maintenance of Silk Factory, Machinery, equipment and tools</li> <li>Repair and maintain the Machines &amp; Mechanical equipment</li> <li>Diagnose the source and cause of problems or malfunctionality on each machine and equipment and fix the identified issues or advise to NAEB on practical solutions;</li> <li>Dismantle machines, remove and</li> </ul>	<ul style="list-style-type: none"> <li>Excellent time management, administrative and organizational skills;</li> <li>Ability to work successfully individually and as part of a team;</li> <li>Ability to work calmly under pressure with flexible attitude to work;</li> <li>Problem analysis and problem-solving skills;</li> <li>Team leadership</li> <li>In depth knowledge of systems maintenance</li> <li>Ability to lift and move heavy equipment. He/she should be physically fit to manoeuvre different machines in the silk factory</li> </ul>



		<p>replace defectives parts;</p> <ul style="list-style-type: none"> <li>• Determine the changes in requirements of spare parts by inspecting and measuring values instruments;</li> <li>• Maintain inventories of equipment and machinery's parts, timely assess the needed spare parts and make request for their acquisition and supply;</li> <li>• Manage the spare parts stock with professionalism and with value for money in mind</li> <li>• Prepare the maintenance reports within specific time.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in analyzing information and producing good reports in English</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, certificates of related job requirements, and national identity card should be submitted to NAEB E-mail: [recruitment@naeb.gov.rw](mailto:recruitment@naeb.gov.rw) and copy to [m.elisa@naeb.gov.rw](mailto:m.elisa@naeb.gov.rw) not later than Tuesday 30<sup>th</sup> August 2022 at 3:00 PM.

**NDIKUMANA André**  
Chief Finance Officer

25 AUG 2022  
*[Signature]*



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