



NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

EXTERNAL JOB ADVERTISEMENT

NAEB VACANT POSITION FOR RECRUITMENT

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

Post	Job Profile	Job Description	Key Competences
Driver	<ul style="list-style-type: none">• Driving License Category B. Other categories such as C&D is an added advantage.• Professional certificate (service certificate)• Should have a working experience of five (5) years driving.	<p>Under the direct supervision of the Director of Administration and Finance, the Driver will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none">• Maintain regular vehicle insurance and logbook, and ensure that the maintenance and servicing of assigned vehicle are timely done and reported to supervisors;• Maintain on a regular basis the assigned vehicle and carry out day-to-day check of its general state, ensure its cleanliness, perform minor repairs, arrange for other related repairs and supervise the assigned vehicle while in the garage;• Organize vehicle inspection/technical control by competent institutions and ensure that the steps required by rules and regulations are taken in case of involvement in an accident;• Be an exemplary worker, attentive, volunteer and to promote NAEB vision and mission;• Follow up what is demanded by the superior;	<ul style="list-style-type: none">• Integrity;• Strong critical thinking skills and excellent problem-solving skills;• Inclusiveness;• Accountability;• Communication;• Teamwork;• Client/citizen focus;• Professionalism;• Commitment to continuous learning;• Communication skills;• Polite with good manners• Time keeping and organization skills.

		<ul style="list-style-type: none"> • fight against whatever which can cause insecurity; 	
		<ul style="list-style-type: none"> • respect instances at work; • follow rules and regulations which governs labour in Rwanda; • Other duties delivered by the superior. 	

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 certificates of related job requirements, and identity card should be submitted to NAEB E-mail: recruitment@naeb.gov.rw and copy to elisa.mupenzi@naeb.gov.rw not later than Thursday 12th October 2023 at 3:00 PM.



**NDIKUMANA Andre
Chief Finance Officer**

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