



# NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

## EXTERNAL JOB ADVERTISEMENT

### NAEB VACANT POSITIONS FOR RECRUITMENT

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

Post	Job Profile	Job Description	Key Competences
<b>Laboratory Technician (1) Fixed contract</b>	<ul style="list-style-type: none"><li>A Bachelor's degree in Botanical sciences, chemistry, Biology or Biotechnology</li></ul>	<p><b>Under the direct supervision of the Division Manager, Export support Services, the Laboratory Technician will perform the following duties and responsibilities;</b></p> <ul style="list-style-type: none"><li>Responsible for testing ingredients and finished products to ensure correct composition and to identify any quality control issues that need to be corrected;</li><li>Participated in the R&amp;D aspects of the job, including sample preparation, food production, start-ups and plant line trials. We are looking for a professional with experience in data collection and interpretation as well as the storage and retrieval of samples in a laboratory setting.</li><li>Perform quality control tests in the lab as well as on-site when necessary;</li></ul>	<ul style="list-style-type: none"><li>Technical Laboratory skills</li><li>Excellent written and verbal skills</li><li>Problem analysis and problem solving skills</li><li>Team leadership with stress tolerance</li><li>Organizational and Planning Skills</li><li>Fluent in English and/or French.</li></ul>



		<ul style="list-style-type: none"><li>• Assist with testing and calibrating lab equipment in preparation for specific tasks;</li><li>• Prepare samples prior to shipping them to customers;</li><li>• Follow all company all company's policies and procedure to ensure product integrity and quality control;</li><li>• Analyze retrieved data and prepare reports for laboratory management;</li><li>• Recognize and report any food safety issues;</li><li>• Assist in developing and managing product marketing materials, tools, resources and relationship for new markets;</li><li>• Participate in formulating, developing and executing marketing plans with new market teams;</li><li>• Cultivate and environment of cooperation and accountability.</li></ul>	
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<p><b>Accountant (2)</b> Fixed and open ended contract</p>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in Accounting,</li> <li>• Should have level 1 professional qualification in ACCA or CPA</li> </ul>	<p><b>Under the direct supervision of the Director of Administration and Finance, the accountant will perform the following duties and responsibilities;</b></p> <ul style="list-style-type: none"> <li>• Keeping proper books of account;</li> <li>• Data entry, regular reconciliation and reporting;</li> <li>• Maintain general accounting including preparing journal entries, balance sheets, schedules, ledgers account and bank reconciliation;</li> <li>• Assisting with monthly closings and account analysis and supporting the financial reporting;</li> <li>• Assist in account receivables and payables plus tax computations and returns;</li> <li>• Assist in budget and forecasts;</li> <li>• Support the human resource and administrative officer with payroll administration;</li> <li>• Assist in preparation and coordination of the audit process while preparing all necessary documentation;</li> <li>• Assist with implementing and maintaining internal financial controls and procedures;</li> <li>• Keeping well documented financial records and respect all accounting procedures;</li> <li>• Preparation of payment orders and payment cheques;</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate knowledge of basic accounting procedures and policies;</li> <li>• Adequate knowledge in generating financial statements;</li> <li>• Proficiency in accounting software;</li> <li>• Good analytical financial skills;</li> <li>• Communicate effectively orally and in writing;</li> <li>• Fluent in English and/or French</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, and 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 ~~Monday~~ 07th February 2022 at 3:00 PM.

  
**NDIKUMANA Andre**  
**Chief Finance Officer**

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