



# NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

## JOB ADVERTISEMENT

### NAEB VACANT POSITIONS FOR RECRUITMENT

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

Post	Job Profile	Job Description	Key Competences
Internal Audit Specialist (1)	<ul style="list-style-type: none"><li>• Should have a bachelor degree in accounting or Auditing;</li><li>• Should be full professional qualified in CIA/CPA/ACCA</li><li>• Should have at least three years' experience in auditing.</li></ul>	<p><b>Under the direct supervision of to Chief Executive Officer and NAEB Board Director , the Internal Audit Specialist will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>• To establish, update and communicate a risk based three (3) years and annual audit plan with input from management for approval by the Audit Committee</li><li>• To prepare an annual audit plan and present it to audit committee for approval;</li><li>• To communicate in time internal audit engagement reports to the management;</li><li>• Appraisal the completeness, soundness, adequacy and application of the all internal control system;</li><li>• Submit the consolidated internal audit report to the Audit Committee on regular basis;</li><li>• Report progress of implementation of internal audit and external audit recommendations on regular basis;</li><li>• To issue an annual opinion on the adequacy</li></ul>	<ul style="list-style-type: none"><li>• Should be a person of high integrity, and committed to observe professional ethics and standards;</li><li>• Should understand Government policies, laws and regulations, relating to financial management and accounting, human resources management and other relevant laws and regulations;</li></ul>

8

		<p>of internal controls;</p> <ul style="list-style-type: none"> <li>• Support external audit exercises;</li> <li>• To serve as Secretary of the Audit Committee</li> <li>• Be a link between targeted agro-export cooperatives, NAEB, RCA, Business development service providers, Financial institutions and private sector players</li> </ul>	
--	--	---	--

**HOW TO Apply**

The motivation letter of interested candidates accompanied by detailed CV, Photocopy of Driving Licence, photocopy of identity card and three referees 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 Wednesday <sup>4<sup>th</sup></sup> at 5:00 PM.

*September*  


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

