



# 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 employee to fill the following positions.

Post	Job Profile	Job Description	Key Competences
<b>Laboratory Technician (1) (Re-advertised)</b>	<ul style="list-style-type: none"><li>At least 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><li>Assist with testing and calibrating lab equipment in preparation for specific tasks;</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>



9



**Internal Audit  
Officer (1)**

Bachelor's degree in Accounting, Auditing or Management.  
Should be pursuing one of the professional qualification like CIA, CPA or ACCA

- Prepare samples prior to shipping them to customers;
  - Follow all company all company's policies and procedure to ensure product integrity and quality control;
  - Analyze retrieved data and prepare reports for laboratory management;
  - Recognize and report any food safety issues;
  - Assist in developing and managing product marketing materials, tools, resources and relationship for new markets;
  - Participate in formulating, developing and executing marketing plans with new market teams;
  - Travel as needed for training or to facilitate relationships and cultural understanding with global marketing initiatives in new markets;
  - Cultivate and environment of cooperation and accountability.
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- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
  - Verifies assets and liabilities by comparing items to documentation.

- Should be a person of high integrity and committed to observe professional ethics and standards;
- Should understand government

7

- Completes audit work papers by documenting audit tests and findings.
- Appraises adequacy of internal control systems by completing audit questionnaires.
- Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Prepares special audit and control reports by collecting, analysing, and summarizing operating information and trends.
- Contributes to team effort by accomplishing related results as needed.

- policies, laws and regulations relating to financial management and accounting, human resource management and other relevant laws and regulations;
- Fluent in English and/or French.

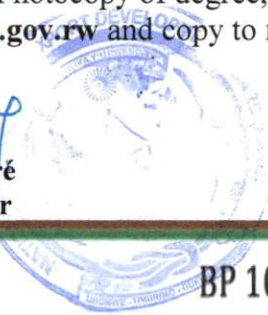
**HOW TO Apply**

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** and copy to **m.elisa@naeb.gov.rw** not later than Wednesday 25<sup>th</sup> March 2020 at 3:00 PM.



**NDIKUMANA André**  
Chief Finance Officer



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