



NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD





Republic of Rwanda

JOB ADVERTISEMENT

NAEB VACANT POSITIONS FOR RECRUITMENT

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

Post	Job Profile	Job Description	Key Competences
<p>Coffee Quality Assurance and Regulation Specialist</p> 	<ul style="list-style-type: none"> Bachelor's degree in Food technology, chemistry, Microbiology and chemistry with minimum of five (5) years working experience in food quality control Or MSc in Food technology, chemistry, Microbiology and chemistry with minimum of three (3) years working experience in food quality control. 	<p>Under the direct supervision of the Division Manager, QA and regulatory, the Coffee Quality Assurance and Regulation Specialist will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none"> Supporting in establishing and executing NAEB's coffee quality procedures, standards and systems; Supporting and conducting training programs on coffee safety, phytosanitary and regulatory compliance. Assessing the functionality of new and existing equipment for coffee quality analysis; Collaborating with relevant stakeholders to develop and implement coffee handling standards; 	<ul style="list-style-type: none"> Knowledge of challenges that affect the quality of coffee from the field up to the cup; Good communication skills both verbal and writing of Kinyarwanda, English and French; Previous work with the coffee value chain will be an added value; Team work spirit; Fluent in English and/or French

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<p>Mechanical Engineer (1) Under contract</p>	 <ul style="list-style-type: none"> The Mechanical Engineer should have at least AI in Mechanical Engineering (Production and Manufacturing Technology) with 2 years' experience in mechanical engineering Having experience for maintenance of processing machines and equipment. Having worked in the silk related machinery would be an added advantage Ability to operate Machines & technical equipment 	<ul style="list-style-type: none"> Supporting in investigations and troubleshooting of quality, safety and regulatory issues arising from coffee producers up to the exporters' gates; Compiling and reporting on coffee quality metrics, audit data, customer feedback, regulator and workgroup input. Establishing and executing standards, conducting capacity buildings and issue of coffee quality compliance reports <p>Under the direct supervision of the Division Manager, Emerging Commodities, the Mechanical Engineer will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none"> Regularly undertake the maintenance of Silk Factory, Machinery, equipment and tools Repair and maintain the Machines & Mechanical equipment 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; Dismantle machines, remove and replace defectives parts; 	<ul style="list-style-type: none"> Excellent time management, administrative and organizational skills; Ability to work successfully individually and as part of a team; Ability to work calmly under pressure with flexible attitude to work; Problem analysis and problem-solving skills; Team leadership In depth knowledge of systems maintenance Ability to lift and move heavy equipment. He/she should be physically fit to manoeuvre different machines in the silk factory

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		<ul style="list-style-type: none"> • Determine the changes in requirements of spare parts by inspecting and measuring values instruments; • Maintain inventories of equipment and machinery's parts, timely assess the needed spare parts and make request for their acquisition and supply; • Manage the spare parts stock with professionalism and with value for money in mind • Prepare the maintenance reports within specific time. 	

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 and copy to m.elisa@naeb.gov.rw not later than Tuesday 20th December 2022 at 3:00 PM.



NDIKUMANA André
Chief Finance Officer



13 DEC 2022



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