



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
Coffee Cupper Officer (1) under one year contract	<p>Qualifications and Experiences:</p> <p>Bachelor degree in food science, food chemistry, chemistry and other related studies with professional training in coffee cupping with at least 3 years' experience.</p> <p>Or</p> <p>Any other Bachelor Degree with 4 to 5 years working and practical experience in coffee cupping/tasting. With proof of certificates in coffee quality evaluation is desirable and will be an added advantage</p> <p>Key Competences:</p> <ul style="list-style-type: none">• Experience in and a demonstrated passion for the world of Coffee;	<p>Under the direct supervision of Quality Assurance and Regulatory Division Manager NAEB the Coffee Cupper will perform the following duties & Responsibilities:</p> <p>Responsible for:</p> <ul style="list-style-type: none">• Coffee sampling and keeping safe all samples;• Recording and coding coffee samples;• Physical analysis and green coffee classification;• Green coffee sorting and grading;• Coffee roasting and cupping;• Training new cuppers;• Filing all results.• Any other assigned duty



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| | <ul style="list-style-type: none">• Microsoft Office skills are essential;• Ability to effectively manage time and responsibilities to multitask and prioritize;• High level of attention to details;
• Great organization skills and commitment to neatness;• Enthusiastic, proactive and result-driven attitude;• Ability to deal with ambiguity;• Previous use/experience of databases (Excel and Microsoft Access);• Experience in working in Coffee or ethical trading sectors;• Coffee roasting experience a plus;• Kinyarwanda, English and/or French language skills a plus;• Kinyarwanda, English and/or French language skills a plus;• Fluent in English and/or French | |
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<p>Tea Cupper officer (1)</p>	<p>Qualifications and Experiences: Bachelor degree in food science, food chemistry, chemistry and other related studies with professional training in Tea cupping with at least 3 years' experience.</p> <p>Or Any other Bachelor Degree with 4 to 5 years working and practical experience in tea cupping or testing. Any proof of certificates and /or previous working/employee certificate in tea processing and quality evaluation will be an added advantage</p> <p>Key Competences:</p> <ul style="list-style-type: none"> • Experience in and a demonstrated passion for the world of Tea; • Microsoft Office skills are essential; • Ability to effectively manage time and responsibilities to multitask and prioritize; • High level of attention to details; • Great organization skills and commitment to neatness; • Enthusiastic, proactive and result-driven attitude; • Ability to work well with others in a team and independently; 	<p>Under the direct supervision of Quality Assurance and Regulatory Division Manager NAEB the Tea Cupper officer will perform the following duties & Responsibilities:</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Tea sampling and keeping safe all samples; • Recording and coding tea samples; • Physical analysis and green tea classification; • Green tea sorting and grading; • Tea cupping; • Training new cuppers; • Filing all results • Any other assigned duty.
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<p>Tea Quality Assurance and Regulation Specialist (under one year contract)</p>	<ul style="list-style-type: none"> • Previous use/experience of databases (Excel and Microsoft Access); • Experience in working in Tea or ethical trading sectors; • Tea roasting experience a plus; • Kinyarwanda, English and/or French language skills a plus; • Fluent in English and/or French <p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> • MSc in in Food Science and Technology, Chemistry, Agricultural Sciences with three years working experience in food quality control, tea related production and processing • Bachelor degree in Food Science and Technology, Chemistry and Agricultural sciences with proven minimum of five years' experience in food/Tea quality control, tea processing <p>Key Competences:</p> <ul style="list-style-type: none"> • Knowledge of challenges that affect the quality of Tea from the field up to the cup; • Previous work with the tea value chain will be an added value; 	<p>Under the direct supervision of Quality Assurance and Regulatory Division Manager NAEB the Tea Quality Assurance and Regulation Specialist will perform the following duties & Responsibilities:</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting in establishing and executing NAEB's tea quality procedures, standards and systems; • Supporting and conducting training programs on tea safety, phytosanitary and regulatory compliance. • Assessing the functionality of new and existing equipment for quality analysis in tea; • Collaborating with relevant stakeholders to develop and implement tea handling standards; • Supporting in investigations and troubleshooting of quality, safety and regulatory issues arising from tea producers up to the exporters' gates; • Compiling and reporting on tea quality metrics, audit data, customer feedback, regulator and workgroup input.
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	<ul style="list-style-type: none">• Team work spirit;• Fluent in English and/or French	
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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 and copy to m.elisa@naeb.gov.rw not later than Friday 04th October at 3:00 PM.

for Basim

NDIKUMANA André
Chief Finance Officer



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