



# 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
<b>Internal Audit Officer</b> (Under contract) (Re-advertised)	Bachelor's degree in Accounting, Auditing or Management.  Should be pursuing one of the professional qualification like CIA, CPA, Or ACCA	<b>Under the direct supervision of the CEO, the Internal Audit Officer will perform the following duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.</li> <li>Verifies assets and liabilities by comparing items to documentation.</li> <li>Completes audit work papers by documenting audit tests and findings.</li> <li>Appraises adequacy of internal control systems by completing audit questionnaires.</li> <li>Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.</li> <li>Prepares special audit and control reports by collecting, analysing, and summarizing operating information</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 resource management and other relevant laws and regulations;</li> <li>Fluent in English and/or French</li> </ul>

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		<ul style="list-style-type: none"> <li>• Contributes to team effort by accomplishing related results as needed.</li> <li>• Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.</li> <li>• Verifies assets and liabilities by comparing items to documentation.</li> <li>• Completes audit work papers by documenting audit tests and findings</li> </ul>	
<p><b>Achieves Officer (Re-advertised)</b></p>	<p>Bachelor's degree in Library and Information science</p> 	<p><b>Under the direct supervision of the Director of Administration and Finance, the Achieves officer will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Evaluate records for preservation and retention - some may be fragile and need careful handling, repair or conservation</li> <li>• Catalogue collections and manage information and records</li> <li>• Promote work through exhibitions, presentations, talks and visits</li> <li>• liaise with donors and depositors of archives</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in information technology</li> <li>• Computer literacy</li> <li>• Book keeping skill</li> <li>• Knowledge of integrated document management</li> <li>• Knowledge of archive management systems (DMS) would be an advantage</li> <li>• Must have excellent organizational, interpersonal, planning and communication skills</li> </ul>



Post	Job Profile	Job Description	Key Competences
		<p>how best to access, use and interpret archives</p> <ul style="list-style-type: none"> <li>• Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records</li> <li>• Creating and maintaining company data bases to ensure quick retrieval of information and answering queries</li> <li>• Maintain user-friendly, computer-aided search systems</li> <li>• Be customer focused and respond to enquiries from the public, businesses, academics and other users</li> <li>• Identify ways of protecting and preserving collections</li> <li>• arrange the acquisition and retrieval of records</li> <li>• Advise on the ongoing organisations and storage of material in order to encourage organisations to plan for the future.</li> <li>• Evaluating, selecting, Retrieving and arranging NAEBS materials, and ensure that all official</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing and presentation skills</li> <li>• Fluent in Kinyarwanda, English and/or French</li> </ul>



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		Company documents are controlled and in safe custody.	

**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 if any, and national 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 Thursday 23<sup>rd</sup> March 2023 at 3:00 PM.

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




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