



# 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
<p><b>Laboratory Technician (1)</b> <b>Open ended Contract</b></p>	<ul style="list-style-type: none"> <li>• At least a Bachelor's degree in Botanical sciences, chemistry, Biology or Biotechnology</li> </ul>	<p>Under the direct supervision of the Division Manager, Export support Services, the Laboratory Technician will perform the following duties and responsibilities;</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</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>



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<p><b>Warehouse Officer (Coffee Sorting Technician (1) Under fixed Contract</b></p>	<p>Bachelor Degree in electronical engineering or Mechatronics</p>	<p>preparation for specific tasks;</p> <ul style="list-style-type: none"> <li>• Prepare samples prior to shipping them to customers;</li> <li>• Follow all company all company's policies and procedure to ensure product integrity and quality control;</li> <li>• Analyze retrieved data and prepare reports for laboratory management;</li> <li>• Recognize and report any food safety issues;</li> <li>• Assist in developing and managing product marketing materials, tools, resources and relationship for new markets;</li> <li>• Participate in formulating, developing and executing marketing plans with new market teams;</li> <li>• Travel as needed for training or to facilitate relationships and cultural understanding with global marketing initiatives in new markets;</li> <li>• Cultivate and environment of cooperation and accountability;</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>• Warehouse management to ensure compliance with both internal and external SOP;</li> <li>• Daily operating the colour sorting machine;</li> </ul>	 <ul style="list-style-type: none"> <li>• Experience in operating food processing equipment similar to a coffee colour sorter;</li> <li>• Experience in handling mechatronic operated equipment;</li> <li>• A creative and innovative</li> </ul>
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		<ul style="list-style-type: none"> <li>• Maintain and servicing the colour sorting machine;</li> <li>• Provide regular report for the performed work and grading the level of the machine;</li> <li>• Work closely with the service provider for maintenance and repair of such equipment;</li> <li>• Reporting to immediate supervisor and copy to other divisions as instructed;</li> <li>• Ensuring the clear communication with coffee exporters;</li> <li>• Ensuring the compliance warehouse procedure manual.</li> </ul>	<ul style="list-style-type: none"> <li>• personality;</li> <li>• Demonstrated ability to operate a coffee colour sorter machine will be an added advantage;</li> <li>• Team Player and motivated personality;</li> <li>• Good communication, report writing and communication skills;</li> <li>• Ability to work calmly under pressure with flexible attitude to work;</li> <li>• Fluent in English and/or French.</li> </ul>
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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](mailto:recruitment@naeb.gov.rw) and copy to [m.clsa@naeb.gov.rw](mailto:m.clsa@naeb.gov.rw) not later than Wednesday 05<sup>th</sup> February 2020 at 3:00 P.M.



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