



NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

JOB ADVERTISEMENT

NAEB VACANT POSITION

The National Agricultural Export Development Board (NAEB) would like to recruit self-motivated and qualified candidates to fill the following position for Market Support Specialist.

Post	Job Profile	Job Description	Key Competences
Market Support Specialist (Under contract)	<p>Bachelor's degree in marketing, Business Administration or International relations with a minimum of five (5) years working experience in sales and marketing of first moving consumer product will be an added advantage.</p> <p>Master's degree with specialization in marketing or International trade with three (3) years working experience; exposure to internal marketing and international business environment is necessary..</p>	<p>Under the direct supervision of the Division Manager, Export Support Services, the Market Support Specialist will perform the following duties & Responsibilities;</p> <ul style="list-style-type: none">• Gather and analyse Mombasa tea auction results and share them with relevant sections in NAEB.• Prepare weekly and monthly tea market analysis and share them accordingly.• Establish good rapport with tea buyers and tea brokers in Mombasa and continue to obtain valuable information about quality of our tea and advise NAEB accordingly.• Provide guidance/ advise in terms of making a strategic shift for Rwanda tea trade for the benefit of	<ul style="list-style-type: none">• Excellent time management administrative organizational skills;• Ability to work successfully individually and as part of a team;• Ability to work calmly under pressure with flexible attitude to work;• Organization and planning skills;• Problem analysis and problem solving skills;• Excellent Written and verbal communication skills.• Team leadership• Innovative and development oriented• Good in communicating marketing products.• Capacities in customer and service oriented.

		<p>tea exporters and the exchequer.</p> <ul style="list-style-type: none"> • Provide adequate advice regarding to the improvement of value addition for export as the most 	<ul style="list-style-type: none"> • Kinyarwanda, English and French language skills a plus • Able to work under pressure
		<p>lucrative part of tea trade and advise the institution accordingly for Rwanda tea industry development and spearhead this strategic shift.</p> <ul style="list-style-type: none"> • Promote and accelerate sales of Rwanda tea as a “Product rather than a Commodity” by building “Rwanda tea brand” visibility by investing in Marketing promotional activities. • Work with knowledgeable people in tea trade to create space for “Made and Packed in Rwanda Tea” to spearhead diversification in tea industry. • Provide advice to the institution with regard to the aggressive marketing campaign to be undertaken to sensitize Rwandans about the health benefit of tea in order to increase home consumption of this beverage which offers more than just refreshments. 	

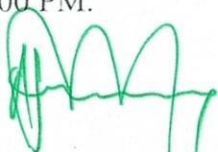
9

- | | | | |
|--|--|--|--|
| | | <ul style="list-style-type: none"> • Work with the institution management to embrace vertical integration in marketing value added teas by partnering with companies that have marketing networks in importing countries as a penetration strategy. | |
| | | <ul style="list-style-type: none"> • Perform any other task assigned by the Supervisor/institution • Setting supply plans and targets to achieve ordered quantities • Coordinate the selection of NAEB suppliers and evaluate their performance • Draft and review new market supply contracts with different actors/stakeholders • Price calculation for both NAEB suppliers and abroad customers • Follow up on timely supplies and processing of agriculture products to be supplied • Prepare exports documents for all NAEB consignment (invoices, packing list, certificate of origin, phytosanitary certificate). • Follow up on proper handling and storage of NAEB consignment to be exported • Building capacity of agri-export stakeholders to adopt to relevant regional & international market demand requirements. • Collecting, collating and | |

		<p>disseminating pertinent information on customer requirements to relevant agri-export value chain stakeholders.</p> <ul style="list-style-type: none"> • Follow up on payments for MAF Carrefour related services and supplies and share proof of payments • Be a link between respective divisions, transporters, handling companies and clearing agent • Perform any other responsibilities that may be assigned by the supervisor for institution goals achievement 	
--	--	---	--

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 required degree, certificates of related job requirements if any, 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 03rd January 2023 at 3:00 PM.



NDIKUMANA André
Chief Finance Officer



BP 104 Kigali, Tel. (250) 252 57 56 00 Hotline 3800