



**NATIONAL AGRICULTURAL
EXPORT DEVELOPMENT
BOARD**



Republic of Rwanda

JOB ADVERTISEMENT

NAEAB VACANT POSITION FOR RECRUITMENT

The National Agriculture Export Development Board (NAEAB) would like to recruit self-motivated and qualified employees to fill the following position.

Post	Job Profile	Job Description	Key Competences
Legal Officer (1) fixed Contract	<ul style="list-style-type: none"> • Bachelor's degree in law with a minimum of one (1) year working experience. • Master's degree in law. • Have a Diploma in legal practice and experience in company law practice, international trade and treaties will be an added 	<p>Under the overall guidance and supervision of the CEO, the Legal Officer will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> ➤ To provide advisory services to NAEAB on legal aspects so as to ensure that all organizational decisions and actions comply with the law ➤ To conduct legal analysis and research on various legal matters of the NAEAB ➤ To provide advice on different legal issues and assist in drafting legal opinions, memoranda and other briefing documents ➤ Review and advise on issues related to the procurement process and related documents before NAEAB signing. ➤ To advise on negotiation and rectification of international treaties and agreements to which 	<ul style="list-style-type: none"> • Extensive knowledge in public service laws and labour laws; • Legal research and analysis in complex areas of law; • Knowledge of substantive law and legal procedures; • Experience in contract drafting and negotiation; • Excellent communication skills; • Very effective organization skills; • Strong interpersonal and communication skills; • He/she should be able to function with minimum

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	<p>advantage.</p>	<p>NAEB is a member</p> <ul style="list-style-type: none"> ➤ To provide legal opinions on contracts to be signed and follow up and provide advice during their execution ➤ Studies and provides legal opinions on litigious or contentious files, issues and or requests emanating from divisions or units of NAEB ➤ Draw up legal instructions for the Chief executive Officer ➤ To be actively involve in preparing and drafting of different acts and legal submissions and draft the authoritative legal opinions as well ➤ To conduct legal research by utilizing various resources and selecting the relevant material to analyse the legal information ➤ To assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis ➤ Be a link between the institution, public and private institutions on legal matters ➤ Representing the institution in legal processes. ➤ To draw up formalities regarding the alternative settlement of disputes and monitor the implementation of the legal clauses 	<ul style="list-style-type: none"> • supervision and ensure confidentiality of information at disposal; • He/she should be an excellent team player with the ability to prioritise work, especially when some deadlines need to be met. • He/she should be updated with all the legal laws and should be able to apply them in the given environment; • Higher degree of professionalism, ability to apply good judgement and responsible for decision making • Fluent in Kinyarwanda, 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 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 Wednesday 16th February 2022 at 3:00 PM.


NDIKUMANA Andriyko
 Chief Finance Officer



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