



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 position.

Post	Job Profile	Job Description
Coffee Processing Officer (1)	Bachelor's degree in Food Science and Technology or Agricultural and Rural Development related Sciences with professional training in coffee value chain, Quality and certification at Q-Grading level, with a minimum of 7 years' experience in coffee quality and certification	<p>Under the direct supervision of Division Manager Quality Assurance and Regulatory services, NAEB –SPIU Coffee Processing Officer will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none">• Assist in organizing and implementing the specialized trainings including basic, advanced, coffee diploma and Q-Grading certification programs for the coffee sector• Organize the capacity building and skills transfer platforms for national cuppers, barista, roasters upgrading and calibration programs and quality events• Progressively monitor the quality of coffee from different coffee processing facilities and provide recommendations for continuous improvement• Review overall quality performance of every processor and exporters through coffee quality evaluation including



		<p>tasting/ and cupping as per applicable national, regional and international standards</p> <ul style="list-style-type: none"> • Align all data collection, recording and documentation in line with adopted and targeted certification and accreditation programs • Undertake regular audit, inspection based on quality • Do progress report
<p>Administrative Assistant and Control Specialist (1)</p>	<p>Bachelor's degree with at least 10 years' experience in analytical services in national or reference laboratories.</p> <p>Master's degree with 6 years exposure to operations of analytical services in national or reference laboratories</p> 	<p>Under the direct supervision of Division Manager Quality Assurance and Regulatory services, the Administrative Assistant and Control Specialist will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none"> • Overall supervision of the adopted analytical procedures and documentation in line with the adopted/ targeted accreditation and certification programs for all agro export analytical services • Align all data collection, recording in line with adopted and targeted certification and accreditation programs • Assist in organizing the need based capacity building programs across the Specialized Export Quality operations users and beneficiaries/targeted clients • Responsible for occupational safety and healthy, and environment related certification programs for the Agro export quality facilities, users and beneficiaries • Participate in the analytical sampling, testing and results interpretation

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		<ul style="list-style-type: none"> • Supervise and ensure the repair and calibration of Specialized Export Quality equipment • Follow all company policies and procedures to ensure integrity, safety and quality assurance across • Analyse and prepare reports for Specialized Export Quality infrastructure management and performance • Assist in marketing the Specialized Export Quality facilities' services
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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 certificates (Degree); Identity Card should be submitted to NAEB E-mail: recruitment@naeb.gov.rw and copy to h.callixte@naeb.gov.rw not later than Tuesday 20th August at 3:00 PM.



NDIKUMANA André
Chief Finance Officer



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

