



# NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

## JOB ADVERTISEMENT

### NAEB VACANT POSITION 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	Key Competences
<b>Warehouse Officer (Coffee Sorting Technician (1) Under fixed Contract</b>	Bachelor Degree in electrical engineering or Mechatronics	<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><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></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 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></ul>



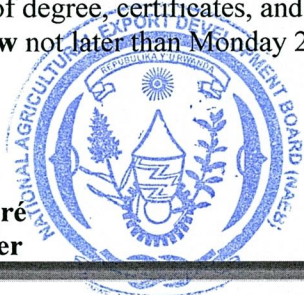
		<ul style="list-style-type: none"> <li>• Ensuring the compliance warehouse procedure manual.</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in English and/or French.</li> </ul>
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**HOW TO Apply**

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.elisa@naeb.gov.rw](mailto:m.elisa@naeb.gov.rw) not later than Monday 26<sup>th</sup> October 2020 at 3:00 PM.



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




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