



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 employees to fill the following position. This position will be under contract for one year.

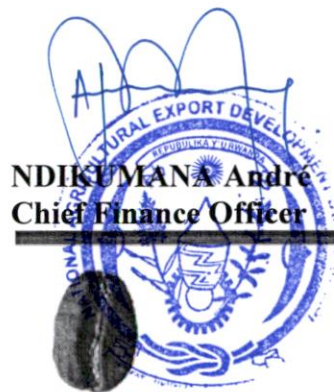
Post	Job Profile	Job Description	Key Competences
(i) Driver (1)	At least Driving Licence Category C	<p>Under the direct supervision and authority of NAEB Director of Administration and Finance, the Driver will perform the following duties & Responsibilities:</p> <ul style="list-style-type: none">▪ Ensure that the assigned vehicle is clean and road worthy;▪ Check vehicle condition/requirement and fill the Log Book properly;▪ Ensure proper maintenance and servicing is done on day-to-day and report to the supervisors on time;▪ Drive official vehicle for transportation of authorized personnel and delivery/collection of cargo, pouch and other items;▪ Make field trips in/or out out-side Kigali;▪ Prepare monthly report summary of oil consumption and report to supervisor;▪ Responsible for the day-to-day maintenance of the assigned vehicle, perform minor repairs and arrange for other related repairs;▪ Ensure that the steps required by rules and regulations	<ul style="list-style-type: none">✓ Working experience of 3 years✓ Organized, punctual and detail oriented.✓ Fluent in English or French (reading, writing and speaking) with very good knowledge of the second language (French or English). Fluent in Kinyarwanda.✓ Ability to work in team setting, taking initiatives and performing multiple tasks.✓ Able to work under pressure.

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		<p>are taken in case of involvement in accident;</p> <ul style="list-style-type: none"> ▪ Keep the motor vehicles properly maintained and in running condition; ▪ Take responsibility for safe keeping of the vehicle. ▪ To make sure that the vehicle is kept only where it is safeguarded. ▪ Perform minor repair tasks and arrange for major repairs as and when necessary. ▪ Be prepared to work flexible hours to accommodate the office hour's requirements (e.g. assist with official visits in the evening and on weekends). ▪ Perform any other task assigned by the Supervisor. 	

HOW TO Apply

The motivation letter of interested candidates accompanied by detailed CV, Photocopy of Driving Licence, photocopy of identity card and three referees should be submitted to NAEB E-mail: info@naeb.gov.rw and copy to h.callixte@naeb.gov.rw not later than Wednesday 01st May, 2019 at 5:00 PM.



NDIKUMANA Andre
Chief Finance Officer

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

