



# 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.

<b>Job Title</b>	<b>Facility Management Engineer</b>
<b>Division/Department</b>	<b>Finance and Administration</b>
<b>Reporting To</b>	<b>DAF</b>
<b>Responsible For</b>	Responsible for making sure that buildings and their services meet the needs of the people that work in them relating to state of repairs, paintwork, occupancy, maintenance and ancillary repairs
<b>Job Purpose/Summary</b>	<ul style="list-style-type: none"><li>• Coordinate the core integrated facilities management services of repairs, maintenance, and provisions to streamline communications and make everyday Operations easier.</li><li>• Accountable for services such as cleaning, civil and mechanical repairs and lighting systems, to make sure the surrounding environment is in a suitable condition to work..</li><li>• Coordinating and working with third party contractors engaged in Civil, Mechanical and Electrical works at NAEB</li><li>• To assist as required with the preparation of the building maintenance plan, liaising with and advising “User Departments” on associated matters.</li><li>• To survey and report on the facilities and the condition of buildings in respect of planned development and maintenance programs</li><li>• To monitor as necessary energy consumption and ensure the efficient use of energy.</li></ul>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Collaborate with electrical ,mechanical &amp; civil engineering contractors and other personnel to identify, define, and solve facilities (Buildings &amp; Machinery) maintenance problems</li><li>• Conduct inspections for quality control and assurance programs, report findings and recommendations.</li><li>• Continuously review and coordinate any modifications to contract specifications and plans throughout the construction process.</li><li>• Provide technical assistance and resolution when electrical or engineering problems are encountered before, during, and after construction</li><li>• Read and review project blueprints and structural specifications to determine dimensions of structure or system and material requirements.</li></ul>



	<ul style="list-style-type: none"> <li>• Prepare reports and document repair, rehabilitation, development project activities and data.</li> <li>• Manage all aspects of health and safety in relation to the estates environment</li> <li>• Report maintenance problems occurring at project site to supervisor and negotiate changes to resolve conflicts.</li> <li>• Review project instructions and blueprints to ascertain test specifications, procedures, and objectives, and test nature of technical problems</li> </ul>
<b>Communication</b>	As directed by Supervisor
<b>Administrative &amp; Managerial Responsibilities</b>	Supervise, Coordinate and facilitate external contractors in executing their contracts.
<b>JOB PROFILE</b>	
<b>Qualification</b>	<p><b>Qualifications and Experience:</b> Bachelor in Mechanical or Civil Engineering 3 Year of experience with an exposure in civil or mechanical works</p>
<b>Key Skills &amp; Competencies</b>	<p><b>Competences</b></p> <ul style="list-style-type: none"> <li>• Interpersonal, organization and time management skills,</li> <li>• Work under pressure and able to work independently,</li> <li>• Conscious of timelines,</li> <li>• Good in writing, records management, documentation, and analytical skills,</li> <li>• Effective planning and proper coordination while involving all relevant stakeholders.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Numeracy and decision-making skills.</li> <li>• High observational and Problem-solving skills.</li> <li>• Reading &amp; Report writing skills</li> <li>• Team player, managerial skills and the ability to motivate others</li> <li>• Strong Interpersonal skills, Logical reasoning. &amp; Critical-thinking skills</li> </ul> <p>Conversant and fluent in English, French and Kinyarwanda is advantageous.</p>

**HOW TO Apply**

Indicate position applied for in the Subject box. Attach a motivation letter accompanied with a detailed CV with three referees, Photocopy of Diplomas/Degree and photocopy of 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 Thursday 29<sup>th</sup> August at 5:00 PM.



**NDIKUMANA André**  
Chief Finance Officer

