



**NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD**



Republic of Rwanda

**JOB ADVERTISEMENT  
NAEB VACANT POSITION**

The National Agricultural Export Development Board (NAEB) would like to recruit self-motivated and qualified candidates to fill the following position for QA and Control Specialist.

Post	Job Profile	Job Description	Key Competences
Quality Assurance and Control specialist (1)	<p>A Bachelor's degree in Botanical sciences, chemistry, Biology, soil sciences, Food Science, and Biotechnology and related sciences with at least 10 years of experience.</p> <p>A master's degree in the same areas with experience on hands of at least 5 years would also be considered</p>	<p><b>Under the direct supervision of the Division Manager, Export Support Services, the Quality Assurance and Control specialist will perform the following duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Align all data collection and recording in line with adopted and targeted certification and accreditation programs</li> <li>• Assist in organizing the need based capacity building programs across the Specialized Export Quality operations users and beneficiaries/targeted clients</li> <li>• Responsible for occupational safety and healthy, and environment related</li> </ul>	<ul style="list-style-type: none"> <li>• Strong ability to an services in national or refer laboratories.</li> <li>• Excellent time manage administrative organizational skills;</li> <li>• Ability to work success individually and as part team;</li> <li>• Excellent skills in labor assessments;</li> <li>• Ability to work calmly pressure with flexible attitude work;</li> <li>• Organization and planning skills;</li> <li>• Problem analysis and problem solving skills;</li> <li>• Excellent Written and verbal communication skills.</li> <li>• Team leadership</li> </ul>




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		<ul style="list-style-type: none"> <li>• certification programs for the Agro export quality facilities, users and beneficiaries</li> <li>• Participate in the analytical sampling, testing and results interpretation</li> <li>• Supervise and ensure the repair and calibration of Specialized Export Quality equipment</li> <li>• Follow all company policies and procedures to ensure integrity, safety and quality assurance across</li> <li>• Analyse and prepare reports for Specialized Export Quality infrastructure management and performance</li> <li>• Assist in marketing the Specialized Export Quality facilities' services</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 of related job requirements if any, and national identity card should be submitted to NAEB E-mail: [recruitment@naeb.gov.rw](mailto:recruitment@naeb.gov.rw) and copy to [melisa@naeb.gov.rw](mailto:melisa@naeb.gov.rw) not later than Friday 10<sup>th</sup> February 2023 at 3:00 PM.

  
**NDIRUMANA André**  
 Chief Finance Officer



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