




JOB ADVERTISEMENT

9179/08/022

NAEB VACANT POSITIONS FOR RECRUITMENT

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

Post	Job Profile	Job Description	Key Competences
Quality Assurance and Control specialist (Re-advertised) Under contract	Bachelor's degree in Laboratory with at least 10 years' experience in analytical services in national or reference laboratories.	Under the direct supervision of the Division Manager, Export Support Services, the Quality Assurance and Control specialist will perform the following duties & Responsibilities:	<ul style="list-style-type: none"> • Strong ability to analyse services in national or reference laboratories. • Excellent time management, administrative and organizational skills; • Ability to work successfully individually and as part of a team; • Excellent skills in laboratory assessments; • Ability to work calmly under pressure with flexible attitude to work; • Organization and planning skills; • Problem analysis and problem-solving skills; • Excellent Written and verbal communication skills.
		<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 and 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 	

		<p>beneficiaries/targeted clients</p> <ul style="list-style-type: none"> • 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 • 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 	<ul style="list-style-type: none"> • Team leadership
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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, and national identity card should be submitted to NAEB E-mail: recruitment@naeb.gov.rw and copy to m.elisa@naeb.gov.rw not later than Friday 26th August 2022 at 3:00 PM.

Suzanne Ndirakobuca
NDIKUMANA Amande
 Chief Finance Officer



17 AUG 2022



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

Hotline 3800

