



NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda



JOB ADVERTISEMENT

NAEB VACANT POSITIONS FOR RECRUITMENT

The National Agriculture Export Development Board (NAEB) under the funding of UNICEF would like to recruit for 10 months that can be extended subject to availability of funds, a self-motivated and qualified Tea support specialist to fill the following position.

| Post | Job Profile | Job Description | Key Competences |
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| <p>Tea support staff (1) on the level of specialist for 10 months contract. There is a possibility of extension subject to availability of funds under the partnership of UNICEF NAEB SPU</p> | <p>Education:</p> <ul style="list-style-type: none"> Master degree in one of the following fields: communications, agriculture, education or sociology (social work) A Bachelor degree in the above field with working experience of five (5) years may be accepted in lieu of the Masters degree. <p>Working experience:</p> <ul style="list-style-type: none"> A working experience of progressively responsible in private sector partnerships, CSR or engagement, donor outreach and management, or partnerships administration. | <ul style="list-style-type: none"> Develop an understanding on integrated child development (covering the areas of health, nutrition, WASH, and ECD) and CRBP through a desk review and existing materials With support from NAEB, create a database of all tea cooperatives, tea companies and other tea stakeholders in Rwanda. Lead on the development of a work plan in collaboration with UNICEF for the consultancy period. Support capacity building activities for tea stakeholders on child care and the CRBP. Facilitate mapping of the private sector in Rwanda in close collaboration with UNICEF, NAEB and other stakeholders. Plan and organize advocacy meetings with local leaders, tea cooperatives and tea companies on child care in the Northern, Southern and Western Provinces. Support the production of training and advocacy materials, dissemination for districts, and provincial trainings. Liaise with district authorities and other private sector partners to integrate the CRBP in working policies and | <ul style="list-style-type: none"> Proven experience working with the private sector to build and sustain mutually beneficial market linkages, preferably experience working for the private sector Excellent writing skills Strong coordination, networking and relationship building skills Excellent communication, presentation and negotiation skills Organized, punctual and detail oriented |

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| | <ul style="list-style-type: none"> • An understanding and/or experience of the UN and related UN structures. • Experience in early childhood development is an added advantage. • Experience in Eastern and Southern Africa, and in Rwanda in particular. A good knowledge of key stakeholders in Rwanda and of the private sector reach and network. • Strong planning/organising, and training and networking/relating skills. • Strong communication skills, including writing skills, with a strong preference for knowledge and experience in writing for the UN, the private sector, or the public sector. | <p>procedures.</p> <ul style="list-style-type: none"> • Profile existing ECD centers in tea sector and link them to NECDP focal points at district level to ensure that they are integrated into the milk programme, as well as to Health centers to ensure that growth monitoring of children is scheduled regularly at the ECD centers • Liaise with social mobilization partners for organizing outreach programmes to sensitize local communities on adequate child care. • Conduct periodic field monitoring in the provinces/districts to assess progress, carry out course correction and provide support as needed. • Support an external tea support staff in the documentation of an investment case for ECD in the tea sector. • Support NAEB and UNICEF in documenting the progress with the private sector, providing periodic information to both agencies, and making presentations for various stakeholders on child care reform in the tea sector. • Carry out any other duty that NAEB may find important that deliver to his/her overall responsibility. | <ul style="list-style-type: none"> • Fluent in English or French (reading, writing and speaking). • Ability to work in team setting, taking initiatives and performing multiple tasks • Proficient in use of MS Office (Word, Excel and PowerPoint). • Able to travel to project sites |
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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 in relation to required work experience, and identity card should be submitted to NAEB E-mail: recruitment@naeb.gov.rw and m.elisa@naeb.gov.rw not later than Thursday 25th June 2020 at 3:00 PM.



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