



RWAMAGANA BANANA WINE CPC COMPANY Ltd
RWAMAGANA DISTRICT
MWURIRE SECTOR
TIN:107675046

Email: rwamagana.bananacpc@nirda.gov.rw

RECRUITMENT NOTICE

Rwamagana Banana Wine CPC Company Ltd is a Private Limited Company registered in the office of the Registrar General with Company Code 107675046. Rwamagana Banana Wine CPC Company Ltd is located in Rwamagana industrial Park in Rwamagana District, Mwulire Sector. It was established to produce quality and high-value Banana based products for local and export markets.

Rwamagana Banana Wine CPC Company Ltd is looking for competent, dynamic, and self-motivated employee to fill the following position:

Job Title : Procurement and Logistics Officer (1)

Job Profile: A0 in Management, Accounting, Store Management, Public Administration, supply chain management and procurement with at least two years of work experience in a similar role.

Key technical skills and knowledge required:

- Command of written and spoken English
- Knowledge of management of material resources
- Knowledge of supply chain management
- Knowledge of contract management
- Knowledge of stock management
- Organizational skills
- Strong command of Microsoft Office -Word, Excel, PowerPoint, and Outlook
- Report writing and presentation skills
- Ability to work independently.
- Analytical skills
- Interpersonal skills
- Negotiation skills
- Problem solving skills
- Knowledge of French is an added advantage

Job Responsibilities:

- Manage factory assets register
- Manage logistics of all factory operations
- Prepare logistics and support plans;
- Develop and implement methodologies and tools to enable effective execution of logistic plans;
- Manage stock and continuously monitor the movements of stock;
- Organize and supervise distribution of purchased assets;
- Monitor the execution of Suppliers' contracts in liaison with Procurement Office;
- Elaborate periodic inventory of fixed and non -fixed assets;
- Identify equipment that need to be renewed;
- Participate in the Elaboration of Contract for the maintenance of Tools and Equipment;



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- Ensure maintenance of non-fixed assets.
- Prepare the annual procurement plan in consultation with various units to project the institution's purchasing needs.
- Execute procurement plan ensuring timely preparation of terms of reference and publications.
- Ensure proper contract administration, participating in contract negotiation and overseeing contract completion and execution.
- Ensure compliance to procurement laws/procedures and regulations, submitting periodic reports to management.
- Elaborate and implement the procurement plan for the Company and produce consolidated reports thereof.
- Receive and safeguard bids, obtain approval of the tender award from the Company's Internal Tender Committee, publish the results of the tendering process and accordingly notify bidders.
- Prepare contracts for tender winners in collaboration with the Legal Services & Risk Mitigation Unit.
- Serve as Secretary to the Internal Tender Committee.
- Manage, in collaboration with concerned user departments, the contract cycle in accordance with the applicable law and regulations and avail information requested by competent authorities.
- Maintain vertical and horizontal relationship with factory leaders and staff to the best of creating profit for the factory.

Method of Application:

Interested candidates with qualification and expertise in the advertised position may submit their applications to the Managing Director of Rwamagana Banana Wine CPC Company Ltd. The Job application letter and updated CV with proofs of academic documents and experience will be sent in one PDF file to the following email: rwamagana.bananacpc@nirda.gov.rw with "Application for Procurement and Logistics Officer" in the subject. For any clarification, kindly contact on 0787443214 from 9:00 Am to 5:00 PM.

Application deadline: April 5th, 2024 at 5:00 PM local time.
Only shortlisted candidates will be contacted for exam.

Done at Rwamagana, on 21/03/2024

MUSABYIMANA Thadee
Managing Director
Rwamagana Banana Wine CPC Company Ltd.

