



RWANDA NUT COMPANY LTD

Ruhanga Cell, Rusororo Sector, Gasabo District,
P.O.BOX 2735 Kigali RWANDA

Job description

Date: 16 October, 2025

Position: Factory Project, Facility and Logistics Management Officer

Requirement: Bachelor's degree (any field)

Report line: COO

As a Factory Project, Facility and Logistics Management Officer, the employee will be engaged in various activities both in the field and office on daily basis. Some of the tasks are explained below but it is not limited to those.

Responsibilities:

1. Factory Expansion Project Management

- Plan factory construction schedules and milestones.
- Select and manage resources and construction contractors.
- Communicate and coordinate with external parties such as engineers and building companies.
- Monitor and Supervise construction progress, safety, and quality at site- Manage project documentation and scheduling

2. Factory Facility Management

- Prepare and update factory equipment lists.
- Supervise facility maintenance and ensure effective operation of equipment.
- Select technicians and contractors for maintenance and ensure proper execution.
- Monitor equipment performance and maintenance schedules.
- Communicate with the factory production team for operational coordination.

3. Export Handling

- Prepare and manage export documentation (Invoice, Packing List, Insurance, Export Permit, Customs Declaration, Bill of Lading, Certificate of Origin, and quality analysis certificates).
- Book trucks, containers, and vessels for shipment.
- Coordinate loading activities with the factory team and follow up customs clearance.

4. Import Handling



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- Obtain all necessary documents before cargo arrival (Invoices, packing list, HS Code, Import Permit, Import Tax, VAT Exemption, MSDS, etc.).
- Follow up customs clearance procedures.
- Arrange transportation from airport or port to factory.
- Communicate with suppliers regarding shipping and payment status.

5. General Management Support

- Liaise with internal departments and external partners to ensure smooth project and factory operations
- Support procurement, marketing and other related activities related to factory operations
- Perform any other tasks assigned by management

Working place and hours:

In general, Monday to Friday, 8:00 to 17:00 with one hour for lunch and break in the Office in Ruhanga, Rusororo, Gasabo, Kigali but remote work shall be arranged depending on work load near the airport and city center. Weekly schedule of which day to be in office shall be advised by senior management and it changes time to time.

When the construction project begins, on-site supervision at the factory with flexible working hours will be required.

Overtime work shall be compensated according to Rwandan labor law.

Salary and Benefits:

- Gross salary: 250,000 RWF per month
- Airtime: 8,000 RWF per month
- This is a full-time position with a one-year renewable contract.
- Probation period: six months (Probational period may extend to maximum six months depending on the performance evaluation. Salary promotion may be considered upon completion).
- The gross salary shall be subject to statutory tax deductions.
- One time only Moving Allowance: 100,000RWF at the time of starting the work

Other conditions:

- Laptop shall be provided if management decide to assign the task for reporting in writing. However, when you leave the company, you need to return it back.



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- Transport costs from office to destination, home to destination shall be refunded once company receive refund requests from employee. Employee must submit such request with supporting documents detailing dates and destination. Refund shall be done every week.
- Be noted that transport costs to commute to office is included in the above mentioned gross salary, hence there will be no refund for such transport costs.

Selection procedure:

1st selection shall be carried out based on the application documents. 2nd selection shall be over online interview. 3rd selection shall be done in person interview at office.

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