



RWANDA NUT COMPANY LTD

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

Job description

Date: 9 April, 2026

Company profile:	Medium scale farming, aggregation and processing for export
Office Location:	Ruhanga, Rusororo, Gasabo, Kigali
Contract:	Full time employment, 6 months contract as a start and later 1 year if renewed.
Position:	Quality Control Officer
Minimum Requirement:	Degree in Food Science Minimum 2 years of Quality Control experience in food processing or manufacturing Valid ISO22000 training certificate Practical experience in FSMS and HACCP implementation Experience handling documentation for audits
Preferred:	Valid FSSC22000 or equivalent training certificate Experience with FSSC22000 audit preparation Experience conducting internal audits
Working hours:	5 days per week at the factory. In general, Monday to Friday, 8:00 to 17:00 with an hour for lunch and break. Over working hours shall be compensated as per the law in Rwanda.
Report line:	Senior Quality Control Officer, Production Manager

Key Responsibilities

- Lead FSMS implementation and improvement independently
- Ensure strict compliance with PRPs and SOPs on the production floor
- Prepare and manage HACCP, ISO 22000, and FSSC 22000 audits
- Control documentation and record management system
- Analyze production data and report findings to management
- Train departments and enforce quality compliance
- Support export documentation related to quality
- Support Admin team when required



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Prepare documentation for farm certification

Tasks (April – June)

A. FSSC 22000 Audit Preparation

Verify proper use of records across all processes

Identify and revise inadequate documents

Ensure PRPs and SOPs are followed on the production floor

Prepare documentation required for FSSC 22000 renewal

Ensure management review and internal audit are conducted

Train departments to implement FSMS

B. Production Data Analysis

Analyze production data and propose new export grading standards

C. Admin Support

Support Admin team when required

Tasks (July – September)

A. FSMS Implementation and Additional Audit Preparation

Complete documentation and implementation independently

Train departments to maintain FSMS operation

B. Admin Support

Support Admin team when required

Starting Salary:

Gross Salary: 280,000 RWF per month

Statutory taxes will be deducted from the gross salary.

Airtime Allowance:

5,000 RWF per month

One-time Moving Allowance:

100,000 RWF (paid at the start of employment)

Selection Procedure

Application screening



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Online interview

Final in-person interview

Note:

Only candidates meeting the mandatory requirements and demonstrating hands-on FSMS implementation experience will be considered.

End of file