



## KOPERATIVE DUKUNDE KAWA

Northern Province - Rwanda  
Gakenke District  
Ruli Sector  
Email: musasacoffee@yahoo.fr  
Website: www.dukundekawa.rw  
Contacts: (+250) 788482711 / (+250) 782142193



### TERMS OF REFERENCE FOR THE RECRUITMENT OF A ROASTER FOR DUKUNDE KAWA COOPERATIVE

#### 1. Introduction

Dukunde Kawa is a registered coffee growers' cooperative with 1193 members located in Baliza Village, Ruli cell, Ruli Sector, Gakenke District of Northern Province with registration number RCA/0604/2016. The vision of the Cooperative is being a leader in producing, processing and marketing the high-quality coffee for selling it on the local and international market. It is on this background that the cooperative has built a modern processing unit that will be used for coffee Roasting, producing Coffee Beans Powder and Soluble Coffee commonly known as "instant coffee". To achieve this milestone, Dukunde Kawa cooperative is recruiting a coffee roaster and hereby invites qualified and experienced candidates to apply for this position.

#### 2. Roles and responsibilities of the coffee Roaster

Under the overall supervision of the Cooperative Manager, the Coffee Roaster will specifically have the following tasks:

- Evaluate green coffee samples and production roasts with production manager through cupping
- Roast and blend coffees to develop profiles that highlight the best attributes for each coffee, tailored to meet our clients' preferences.
- Executes effective inventory management relating to both green and roasted coffee.
- Follow quality service standards and comply with procedures, rules and regulations
- Assist in market outreach and coffee profiling.
- Carry-out any other task assigned by his/her supervisor, relevant to this position.

#### 3. Qualifications of the Coffee Roaster

The interested people must fulfil the following

- Must be of Rwandan nationality
- Must be of 20 to 40 years old
- Must be a bachelor degree holder (A0) from a recognized University in food science, Agronomy, or related sciences
- Experience with and knowledge of SCA cupping protocols.
- Possess at least two years of proven experience in roasting green coffee samples, evaluating for quality, and assisting in purchase decisions
- Must be trustworthy and must be commitment to work for the interest of the cooperative.
- Self-motivated and able to work with limited supervision, time to time under pressure
- Fluency in spoken and written Kinyarwanda and English, knowledge of French will be an added advantage.
- Must be computer literate in Word and Excel programs
- Should not have been involved in any criminal offences and in prison for more than 6 months, must be **ready to live at the place of work i.e. at Ruli Sector, Gakenke District.**





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- Must be available for contract negotiation and signing no later than 15 days after the notification

#### 4. **How to Apply :**

Interested candidates are invited to submit their signed and completed applications addressed to the President of Dukunde Kawa Cooperative in sealed envelope at cooperative reception or sign and scan soft copies of all the original documentation (in pdf format) and send the package to [musasacoffee@yahoo.fr](mailto:musasacoffee@yahoo.fr) , all before **March 29th /2021 at 16h00.**

The applications must include the following documents:

- Photocopy of the National Identity Card
- Most recent Curriculum Vitae (CV)
- Photocopies of the Academic Certificates and other relevant additional certificates.
- Proofs of similar any similar position accomplished.
- Letter of commitment to live at the working place located in Ruli Sector, Gakenke District if selected
- Letters (3) of reference with complete addresses and contact information
- Other documentation related to the applicant capability to successfully fill the position

N.B: Preselected candidates will be informed of the date of sitting for exams

For more information, please contact +250788482711 (President of Cooperative) or +250782142193 (Managing Director) during working hours.

Done at Ruli

Date: 16<sup>th</sup> /03/2021

Mubera Celestin  
Dukunde Kawa Cooperative President

