

16 February 26

JOB ADVERTISEMENT

Rolling recruitment

1. Rwanda Engineering and Manufacturing Corporation Limited (REMCO Ltd) invites qualified and experienced professionals to apply for the position attached to this advertisement. Applications will be reviewed on a rolling basis, and the position will remain open until filled.

Application method

2. Interested candidates are required to submit the following documents:
 - Updated Curriculum Vitae (CV)
 - Cover Letter clearly indicating the position applied for
 - Copies of academic and professional certificates
 - Copy of National ID or Passport
 - Passport photo size
 - Professional references
3. Applications will be addressed to the CEO REMCO and submitted via email to:
hr.recruitment@remco.rw.
4. Applications will be **reviewed on a rolling basis**, and only shortlisted candidates will be contacted. Attached are the details of the required positions for your consideration.
5. Best of Luck!

Eric NYAMUHENDA

DETAILED LIST OF REQUIRED POSITIONS

S/N	Positions	Number Rank	Role Overview	Key Responsibilities	Required qualification	Ideal Candidate profile
Administration & Management						
1	Finance Manager	1	Manages financial operations and budgeting to ensure efficient resource utilization.	<ul style="list-style-type: none"> • Prepare budgets and financial forecasts. • Monitor expenditures and cost efficiency. • Supervise accountants. • Advise management on financial risks. • Ensure compliance with IFRS and GoR regulations. 	Bachelor's in Accounting, Finance, or Economics; CPA or ACCA preferred; 7+ years' experience.	Analytical, detail-oriented, and results-driven professional with strong integrity and leadership skills.
2	Senior Accountant	1	Oversees accounting operations and financial reporting.	<ul style="list-style-type: none"> • Prepare financial statements. • Verify entries and reconciliations. • Support audits. • Maintain general ledger accuracy. 	Bachelor's in Accounting; CPA Level II or equivalent; 5+ years' experience.	Accurate and disciplined accountant with excellent analytical and reporting skills.
3	Accountant	1	Handles daily accounting transactions and records.	<ul style="list-style-type: none"> • Manage accounts payable/receivable. • Process payroll and supplier payments. • Prepare monthly reports. 	Bachelor's in Accounting or Finance; 3+ years' experience.	Reliable, organized, and ethical individual familiar with accounting software.
4	HR and admin Officer	1	Manages human resources, recruitment, welfare, and administration.	<ul style="list-style-type: none"> • Implement HR policies. • Coordinate recruitment and staff appraisal. • Manage attendance, training, and leave. • Support employee welfare. 	Bachelor's in HRM, Public Administration, or Industrial Psychology; 5+ years' experience.	Empathetic, organized, and strong communicator focused on staff motivation and compliance.
5	Legal Officer	1	Provides legal support to ensure compliance with laws and contracts.	<ul style="list-style-type: none"> • Draft and review contracts. • Provide legal opinions. • Ensure compliance with labor and procurement laws. • Represent company in legal issues. 	Bachelor's in Law; Postgraduate Diploma in Legal Practice; Advocate license preferred.	Ethical, analytical, and detail-oriented lawyer with manufacturing

						contract experience.
6	Procurement Officer	2	Manages sourcing, tendering, and supplier relationships.	<ul style="list-style-type: none"> • Prepare procurement plans. • Issue tenders and evaluate bids. • Negotiate with suppliers. • Maintain procurement records. 	Bachelor's in Procurement, Supply Chain, or Logistics; 5+ years' experience; RPPA certification preferred.	Transparent and efficient professional with negotiation and analytical skills.
7	Sales and Marketing Officer	1	Drives product marketing and customer relations for factory output.	<ul style="list-style-type: none"> • Develop marketing plans. • Engage clients and secure orders. • Conduct market research. • Manage brand communication. 	Bachelor's in Marketing, Business Administration, or related; 5+ years in B2B electronics sales.	Persuasive communicator with technical sales experience and market knowledge.
8	Secretary	1	Provides executive and administrative support.	<ul style="list-style-type: none"> • Manage correspondence, appointments, and filing. • Prepare meeting minutes and documents. 	Diploma or Bachelor's in Secretarial Studies or Office Management.	Discreet, efficient, and professional communicator with excellent organization skills.
9	Receptionist	2	First point of contact for visitors and calls.	<ul style="list-style-type: none"> • Handle front desk operations. • Maintain visitor logs and communication. 	Diploma or Bachelor's degree in Office Management or related field.	Friendly and presentable, with excellent customer service skills.
10	Admin Assistant	1	The Assistant Administrative Officer provides high-level administrative and clerical support to management	<ul style="list-style-type: none"> • Manage official correspondence and documentation • Schedule meetings and prepare minutes • Maintain electronic and physical filing systems • Coordinate travel and logistics arrangements for the management 	<ul style="list-style-type: none"> • Degree in Business Administration or equivalent • 1–3 years of relevant administrative experience • Proficiency in Microsoft Office 	Strong organizational skills and high level of confidentiality
Production						
11	Production Manager	1	Oversees all production operations including Surface Mount Technology and	<ul style="list-style-type: none"> • Plan, coordinate, and supervise daily production activities. 	Bachelor's degree in Electronics, Industrial, or Manufacturing	Strong leader with strategic thinking, process

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			electromechanical assembly lines to ensure efficiency, quality, and safety in the manufacturing process.	<ul style="list-style-type: none"> • Ensure compliance with technical standards, ESD, and IPC guidelines. • Manage production scheduling and resource allocation. • Collaborate with QA, R&D, and maintenance teams to resolve issues. • Lead continuous improvement and cost reduction initiatives. • Report production metrics and performance to the Technical Director. 	Engineering; 7–10 years of experience in electronics or industrial production management.	improvement expertise, and excellent communication skills. Demonstrates results-oriented management and understanding of electronics manufacturing systems.
12	SMT & electronic Card Assembly Team Leader	1	Leads the SMD (Surface Mount Device) and circuit card assembly operations, ensuring efficient workflow and adherence to quality standards.	<ul style="list-style-type: none"> • Supervise SMD assembly line and operators. • Oversee solder paste printing, pick-and-place, and reflow operations. • Monitor quality through AOI (Automated Optical Inspection) and visual checks. • Coordinate with QA and production manager on defect analysis and corrective actions. • Ensure machine calibration and ESD control compliance. 	Bachelor's or Diploma in Electronics or Mechatronics; 5+ years of experience in SMT/SMD assembly line operations.	Technically skilled supervisor with in-depth understanding of SMD processes, IPC standards, and production equipment operation.
13	SMD & Card Assembly Technicians	8	Execute surface-mount and circuit board assembly operations under supervision of the Team Leader.	<ul style="list-style-type: none"> • Operate SMT machines, soldering stations, and reflow ovens. • Inspect joints using microscopes and AOI systems. • Handle ESD-sensitive components carefully. • Perform basic troubleshooting and rework. 	Diploma or Technical Certificate in Electronics or Industrial Maintenance.	Skilled and precise technician with steady hands, discipline, and quality awareness.

14	Electromechanical Assembly Technicians	4	Assemble mechanical parts and electrical submodules as part of final product assembly.	<ul style="list-style-type: none"> • Follow mechanical drawings and wiring diagrams. • Perform mechanical fastening, cable routing, and harness installation. • Conduct visual inspection and testing. 	Diploma in Mechatronics or Electrical Installation.	Diligent technician with mechanical aptitude and understanding of electrical connections.
15	Assistant Technicians	4	Support production teams in materials preparation, component handling, and line organization.	<ul style="list-style-type: none"> • Assist technicians in assembly, cleaning, and packaging tasks. • Prepare components and organize workstations. • Maintain line cleanliness and assist with inventory. 	Certificate in Electrical, Mechanical, or General Technical Studies at TVET level 5 and above.	Energetic and reliable support staff with eagerness to learn and follow instructions carefully.
Quality Assurance and Control						
16	Quality Assurance Engineer	1	Ensures compliance in design and production processes	<ul style="list-style-type: none"> • Develop QA plans. • Lead internal audits. • Document CAPA reports. 	Bachelor's in Quality or Industrial Engineering.	Organized and systematic engineer with attention to compliance.
17	Quality Assurance Technician	1	Supports QA Engineer in inspection and record keeping.	<ul style="list-style-type: none"> • Perform in-process checks. • Update quality documentation. 	Diploma in Industrial Quality or related	Diligent and quality-focused.
Maintenance						
18	Maintenance Team Leader	1	Oversees preventive and corrective maintenance of production equipment.	<ul style="list-style-type: none"> • Schedule maintenance. • Supervise maintenance staff. • Manage spare parts. 	Bachelor's in Electrical/Mechanical Engineering; 5+ years' experience.	Proactive planner with diagnostic and leadership ability.
19	Product Maintenance Engineers	2	Responsible for diagnosing, repairing, and improving electronic products post-production and ensuring design feedback for continuous product reliability.	<ul style="list-style-type: none"> • Perform troubleshooting and repair of returned or defective electronic units. • Develop maintenance and repair manuals for all manufactured products. • Coordinate with R&D to identify root causes of field failures and implement design improvements. 	Bachelor's degree in Electronics, Electrical, or Mechatronics Engineering; 5+ years of experience in electronics repair, testing, and lifecycle support; proficiency with oscilloscopes, signal analyzers, and diagnostic software.	Analytical and hands-on engineer with strong problem-solving skills, attention to detail, and excellent communication to link production, R&D, and client support.

				<ul style="list-style-type: none"> • Train maintenance technicians and client technical teams on product servicing procedures. • Support customer service team in warranty evaluation and after-sales support. • Maintain service records and product reliability statistics. 		Demonstrates ownership of product quality and customer satisfaction.
20	Maintenance Technicians (Electrical)	1	Execute daily maintenance tasks.	<ul style="list-style-type: none"> • Conduct repairs and inspections. • Maintain tools and logs. 	Diploma electrical Engineering or related field with experience in maintenance of electrical related works	Practical and efficient with safety awareness.
21	Maintenance Technicians (Mechanical)	1	Execute daily maintenance tasks.	<ul style="list-style-type: none"> • Conduct repairs and inspections. • Maintain tools and logs. 	Diploma in Mechanical Engineering or related field with experience in HVAC and plumbing works	Practical and efficient with safety awareness.
R&D/Engineering						
22	R&D/Engineering Supervisor	1	Leads the entire R&D and product development activities, coordinating engineers and technicians to ensure innovative, reliable, and market-ready electronics products.	<ul style="list-style-type: none"> • Plan and manage R&D projects. • Supervise engineers and technicians. • Approve prototype designs and testing reports. • Liaise with production and QA for industrialization of new products. • Ensure documentation and IP compliance. 	Master's or Bachelor's in Electronics, Embedded Systems, or Electrical Engineering; 8+ years in design/manufacturing.	Visionary and technically strong leader with a record of managing innovation and cross-functional teams.

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23	Electronics Hardware Team Leader	1	Coordinates design and validation of all electronic hardware circuits and modules.	<ul style="list-style-type: none"> • Supervise circuit and system design. • Review schematic diagrams and PCB layouts. • Validate prototypes and manage testing. • Collaborate with firmware team for integration. 	Bachelor's in Electronics or Telecommunications Engineering; 5+ years' experience.	Results-driven engineer with leadership and strong analog/digital design expertise.
24	PCB Design and fabrication Engineer (Design, Process and Testing)	1	Designs PCB layouts and defines manufacturing and testing processes for reliability and cost efficiency.	<ul style="list-style-type: none"> • Create multilayer PCB designs using CAD software. • Define fabrication parameters and testing standards. • Coordinate with suppliers for PCB production. • Analyze failures and improve design manufacturability. 	Bachelor's in Electronics or Electrical Engineering; 5+ years in PCB design and manufacturing; proficiency in Altium, KiCAD, or Eagle.	Innovative design engineer with excellent CAD skills, analytical mindset, and DFM/DFT knowledge.
25	PCB Design and fabrication Technician	1	Supports PCB design engineer in fabrication, testing, and quality verification of boards.	<ul style="list-style-type: none"> • Prepare Gerber files and run PCB fabrication equipment. • Conduct electrical continuity and impedance tests. • Support prototyping and maintain PCB samples database. • Ensure ESD and cleanliness compliance in lab. 	Diploma or Advanced Certificate in Electronics or Mechatronics; 3+ years in PCB assembly/testing.	Practical, precise technician with good soldering, inspection, and measurement tool handling skills.
26	Embedded systems development Engineer (Engineer, Firmware developer and integration)	1	Designs, programs, and integrates embedded hardware–software systems used in electronic products and industrial control devices. Responsible for firmware architecture, device testing, and product optimization.	<ul style="list-style-type: none"> • Design and develop embedded firmware for microcontrollers and processors (ARM, AVR, PIC, STM32, etc.). • Integrate sensors, communication modules, and peripherals into complete hardware systems. • Perform debugging, testing, and optimization using oscilloscopes, logic analyzers, and simulation tools. 	Bachelor's degree in Electronics, Computer, or Embedded Systems Engineering; 3–7 years of experience in firmware development and hardware integration; strong knowledge of C/C++, embedded Linux, and RTOS.	Innovative and methodical engineer with excellent problem-solving and debugging skills, experienced in low-level hardware–software interaction and product reliability testing.

				<ul style="list-style-type: none"> • Collaborate with PCB and hardware teams to ensure compatibility and manufacturability. • Document code, prepare validation reports, and support product certification. 		Collaborative, analytical, and quality-focused professional.
27	Hardware Integration Technician	1	Assembles and integrates submodules into final prototypes or systems.	<ul style="list-style-type: none"> • Perform wiring and harnessing. • Conduct functional and environmental testing. • Support final product validation. 	Diploma in Mechatronics or Industrial Electronics.	Hands-on integrator with strong mechanical and electrical understanding.
28	Application & Software Integration Team Leader	1	Oversees software application and system integration ensuring seamless hardware–software functionality.	<ul style="list-style-type: none"> • Manage software engineers and testers. • Define interface protocols. • Coordinate with QA for validation. 	Bachelor's in Software or Computer Engineering; 5+ years' experience.	Team-oriented software professional with strong integration and leadership skills.
29	Software integration Engineer	1	Designs and integrates software modules into production systems.	<ul style="list-style-type: none"> • Develop and debug integration scripts. • Test interoperability with hardware. • Document configurations. 	Bachelor's in Computer Science or Software Engineering.	Analytical engineer familiar with Python, C#, and embedded APIs.
30	Application developer	1	Develops user and internal software tools to support production, testing, and administration.	<ul style="list-style-type: none"> • Design interfaces and databases. • Maintain production management tools. • Support data visualization. 	Bachelor's in IT, Computer Science, or Software Engineering.	Creative developer with strong UI/UX (User Interface/User experience) and automation understanding.

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31	Cryptography and cybersecurity Engineer	1	Implements and maintains information and product security systems.	<ul style="list-style-type: none"> • Design encryption mechanisms. • Conduct system vulnerability assessments. • Implement authentication and access controls. 	Bachelor's in Cybersecurity, IT Security, or Computer Science; CEH (Certified Ethical Hacker) or CISSP (Certified Information Systems Security Professional) certification preferred.	Ethical and analytical security professional with strong attention to confidentiality.
32	Data Protection and security Specialist	1	Ensures compliance with data protection standards and manages access control policies.	<ul style="list-style-type: none"> • Develop data handling and backup policies. • Monitor access logs. • Coordinate compliance with GDPR or local data laws. 	Bachelor's in IT Security, Law, or Information Systems.	Detail-focused professional with policy and auditing experience.
33	Prototyping and Product Validation Engineer (Technical support and documentation Engineer)	1	Leads prototype testing, documentation, and certification readiness.	<ul style="list-style-type: none"> • Coordinate validation procedures. • Prepare technical documents and manuals. • Support transition from prototype to production. 	Bachelor's in Electronics, Industrial, or Product Engineering.	Organized and technically sound engineer with strong documentation skills.
34	Electronics Quality Engineer	1	Ensures design and process quality compliance during R&D and pilot production.	<ul style="list-style-type: none"> • Implement design reviews. • Conduct failure mode analysis. • Maintain corrective/preventive action plans. 	Bachelor's in Electronics or Industrial Quality.	Systematic engineer focused on product reliability and traceability.
35	Product Validation Technician	1	Executes test procedures and collects validation data under supervision of validation engineer.	<ul style="list-style-type: none"> • Operate lab instruments. • Perform test setups and record results. • Prepare summary reports. 	Diploma in Electronics Testing or Metrology.	Attentive technician with structured and safety-oriented mindset.
36	Quality Assurance Technician	1	Supports R&D quality team in verification and compliance tasks.	<ul style="list-style-type: none"> • Conduct prototype inspections. • Maintain QA documentation. • Assist with internal audits. 	Advanced Diploma in Quality Assurance or Industrial Engineering.	Reliable and process-minded technician with teamwork attitude.
Planning and Warehouse						

37	Planning & Control Team Leader	1	Oversees inventory, planning, and material flow.	<ul style="list-style-type: none"> • Plan production materials. • Supervise stock control. • Manage warehouse staff. 	Bachelor's in Industrial Engineering, or related field	Organized, analytical planner with ERP experience.
38	Handlers	7	Handle materials and finished goods.	<ul style="list-style-type: none"> • Load/unload materials. • Maintain cleanliness and order. 	Basic education at High School level;	Physically fit, disciplined, and safety-conscious.
Project-Based Short-Term Positions						
39	Milk Collection and Quality Testing Trainer	2	Responsible for providing practical, hands-on training to dairy farmers and Milk Collection Center (MCC) operators on proper milk collection, handling, and basic milk quality testing procedures to improve milk quality and safety. Available for a short-term training assignment of 10 consecutive working days.	<ul style="list-style-type: none"> • Train farmers and MCC operators on proper milk collection and handling practices. • Demonstrate the use of milk quality testing equipment (lactometer, alcohol test, thermometer, fat testing tools). • Conduct training on basic milk quality tests including density, temperature, acidity, fat content, and adulteration detection. • Provide on-site coaching and practical demonstrations at farms and MCCs. 	<ul style="list-style-type: none"> • Diploma or Degree in Dairy Science, Animal Science, Agriculture, Food Science, or related field. • Practical experience in milk collection, handling, or quality testing. • Experience in training or extension work with farmers or cooperatives. 	<ul style="list-style-type: none"> • Strong practical and field-oriented trainer. • Able to communicate clearly with non-technical audiences. • Willing to work in rural and field settings. • Knowledge of local dairy practices is an advantage.
40	Greenhouse Agriculture Specialist	2	Responsible for providing technical guidance and on-site supervision for the design, construction, and establishment of greenhouse facilities to ensure efficient, durable, and productive greenhouse operations over a one-year assignment. Available for a one-year full-time assignment.	<ul style="list-style-type: none"> • Provide technical oversight for greenhouse design and construction, including site selection, layout, and structural specifications. • Supervise installation of greenhouse structures, irrigation systems, climate control, and related infrastructure. • Guide implementation of good greenhouse agronomic practices during establishment. 	<ul style="list-style-type: none"> • Degree or Diploma in Horticulture, Agriculture, Agronomy, Agricultural Engineering, or a related field. • Proven experience in greenhouse construction and management. • Practical knowledge of irrigation, fertigation, and greenhouse climate systems. 	<ul style="list-style-type: none"> • Strong hands-on and field-oriented professional. • Experience supervising construction and agricultural projects. • Good communication and training skills. • Willing to work on-site for

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				<ul style="list-style-type: none"> • Train project staff and farmers on basic greenhouse operation and maintenance. • Ensure construction and setup meet recommended agricultural and safety standards. 		the full project duration.
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