

Position Vacancy Announcement

Job Title:	Product Documentation Officer (Internship)
Reports to:	Director, Technical Services
Location:	Addis Ababa, Ethiopia
Employment Type:	Paid Internship, Full time
Duration:	1st Batch: (Sept. / Oct. 2017 – Feb. / Mar. 2018) 2nd Batch: (Feb. / Mar. 2017 – Jul. / Aug. 2018)
Benefits:	Air ticket (for International candidate) and Health insurance

About African Bamboo

African Bamboo is a premium Tropical Bamboo products manufacturer. Registered in Ethiopia and the Netherlands since 2012, the company is founded on a wholly sustainable business model. We manage an integrated supply chain developed on a socially inclusive forestry management plan in cooperation with local communities primarily using natural forests. Our manufacturing facility operates off-grid with a net negative carbon offset and no residual waste. Our flagship product is also highly engineered, in cooperation with a leading German wood technology institute. We've optimized material consumption to produce an 82.5% natural bamboo fiber composite panel using Ethiopian highland bamboo. Its exceptional characteristics make our products extremely durable, steel-strong and unique. All processes have been designed to meet the most stringent efficiency, safety and environmental standards.

We are looking for like-minded pioneers to support us in accelerating the commercialization of our product launch.

After several years of building the pillars of the business, we're ready to launch!

Role:

African Bamboo is currently looking for a motivated and enthusiastic **intern** to take on the following duties in the role of **Product Documentation Officer - Intern**. Through this position you will gain valuable skills in bringing products from R & D to commercial markets. Your role is centered on making African Bamboo's product(s): valuable, usable, and feasible. The Intern – Product Documentation Officer; should operate at the intersection of: i. Business, ii. Quality, & iii. Market.

The Intern – Product Documentation Officer, shall be responsible for collating and maintaining accurate information and data on product range and mix, product properties, processing, usage and handling, installation and functionality, your role will have a direct impact on the commercialization of the bamboo based product.

Duties:

Preparation a full set of web based documentation for the following:

1. Product Chart : Product Property and Price Comparison
2. Product Mix: Product List, Product Variants and Product codes.
3. Product Collateral: Product Drawing, Property Data Sheet, and Safety Sheet,
4. Product Care: Installation, Maintenance, Warranty Guides
5. Material Sheets: Bamboo, Glue, Wax, Oil, and Packaging.
6. Presentations: Products, Production, Glue, Press, and Thermal
7. Product Testing: Quality Assurance Map
8. Testing Results: Compilation, Analysis, Interpretation and Reports.
9. Marking & Labeling : Work Plan
10. Product Certification: Roadmap to meet international norms (DIN/ISO)
11. Production Protocols
12. Register of Product Documents and revisions

Minimum Qualification:

Required qualifications and experience

- M.Sc. candidate or equivalent in Wood Science, Wood Engineering, Material Science, Chemical Process Engineering or related fields
- A relevant working experience in wood processing industries and/or R&D as well as product development is necessary.

Required Skills

- A pragmatic, logical, problem solving mindset.
- Organization conscious individual ready to apply his/her knowledge in a hands-on operational supporting role.
- Resourceful and innovative outlook in researching and proposing solutions within a wood panel engineering environment.
- Familiarity with European and American wood/bamboo product standards and norms an advantage.
- Team player with strong interpersonal skills.

To Apply:

Interested candidates who meet the above requirements are invited to submit their CV and cover letter by **September 15, 2017** via email: recruitment@african-bamboo.com. For more information, contact us via **Tel: +251 11 320 2647** or visit www.african-bamboo.com

African Bamboo is an equal opportunity employer; qualified women are encouraged to apply.