

Kigali, ..... 15 MAY 2019 .....  
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**JOB ADVERTISEMENT**

The Management of Energy Development Corporation Limited (EDCL) would like to inform the public that it is recruiting qualified and experienced staff on the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Company Financial Analyst (re-advert)	<p><b><u>Key roles &amp; responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Determine cost of operations by establishing standard costs; collecting operational data.</li> <li>• Identify financial status by comparing and analyzing actual results with plans and forecasts.</li> <li>• Guide cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.</li> <li>• Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.</li> <li>• Analyse and interpret data and making comparative analyses; studying proposed changes in methods and materials.</li> <li>• Increase productivity by developing automated accounting applications; coordinating information requirements.</li> <li>• Develop financial models for projects to support the executive team on decisions regarding pricing, scenario analysis, and capital structures.</li> <li>• Support executive team on developing pricing strategies for and interpret financial data to assist management with strategic decisions</li> <li>• Improve the current budget and performance reporting process and increase the utilization of current financial systems for efficient budgeting</li> <li>• Monitor the budget and any revised forecasts throughout the year</li> <li>• Perform financial analysis of business results and recommend improvement opportunities.</li> <li>• Develop periodic reports</li> </ul> <p><b><u>Qualifications &amp; experience</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree (A0) in finance or Accounting</li> <li>• Having a professional qualification such as ACCA,CPA qualification is a requirement</li> <li>• At least five (5) years of experience in a related relevant role</li> </ul>



<p>2.</p>	<p><b>Transmission-line engineer-Electrical (re-advert)</b></p>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Develop proper network design alternatives and prepare appropriate expansion Plans, in order to ensure their timely dimensioning</li> <li>• Any other duties that might be assigned within the scope and mandate of the unit</li> <li>• Manage all the activities of the projects and ensure reliability to promote efficiency;</li> <li>• Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner;</li> <li>• Conduct product demonstrations, provide project status updates and respond to any field technical inquiries</li> <li>• Regularly monitor the running of the projects and assess new installations before commissioning;</li> <li>• Schedule material deliveries and assist with contract negotiations;</li> <li>• Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects;</li> <li>• Develop and manage schedules for software and hardware programs;</li> <li>• Coordinate and monitor releases from requirements to deployment;</li> <li>• Plan, supervise and carry out rehabilitation and reconfiguration of projects;</li> <li>• Manage budgets and costs of all the activities which he/she is accountable.</li> <li>• Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets)</li> </ul> <p><b><u>Qualifications and experience</u></b></p> <ul style="list-style-type: none"> <li>• At least a Bachelor's Degree in Electrical or Electromechanical engineering</li> <li>• At least One (1) year of proven relevant working experience in power transmission-lines.</li> </ul>
<p>3.</p>	<p><b>Regional Construction Engineer (re-advert)</b></p>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Monitor the design and manufacturing activities, the installation and erection on site and construction work.</li> <li>• Study the Drawings, Specification, Conditions of Contract and Bill of Quantities and understand the nature and scope of the Contract and familiarize herself/himself with all the documents for proper contract management.</li> <li>• Review of design drawings and give approval, in consultation with Energy Planning Directorate, based on the detailed engineering study and the requirements enumerated by EDCL planning department in the tender document.</li> <li>• Review the quality assurance plan of the contractor and approve the material source and the materials to be used in the construction by</li> </ul>



		<p>private contractors and/or EARP-EDCL's construction team.</p> <ul style="list-style-type: none"> <li>• Control of Materials and Stores for the projects and coordinate material delivery and handoff to contractor and EARP-EDCL's construction teams.</li> <li>• Assist the project manager with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence.</li> <li>• Undertake review of the project progress and ensure its timely completion.</li> <li>• Undertake line construction management, testing and quality control of the works done.</li> <li>• Certify payment.</li> <li>• Assign responsibilities and mentor EDCL/EARP construction team.</li> <li>• Monitor and evaluate all activities of EARP-EDCL's construction teams for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback.</li> <li>• Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support.</li> <li>• Be responsible for the daily supervision of contractors and EARP-EDCL construction teams.</li> <li>• Identify limitations / hold ups for progress of Site Works and coordinate to resolve the same.</li> <li>• Act as liaison between landowners and contractors.</li> <li>• Participate in the preparation of EARP-EDCL annual work plans.</li> <li>• Prepare &amp; Submit Daily / Weekly / Monthly reports.</li> <li>• Perform related work as may be required.</li> </ul> <p><b><u>Qualifications and experience</u></b></p> <ul style="list-style-type: none"> <li>• At least a Bachelor's Degree Electrical Engineering or Equivalent with at least five (5) years working experience and significant experience in distribution line construction and contracts management.</li> <li>• Be fluent in English. Having a working knowledge of French shall be an added advantage.</li> </ul>
4.	Procurement Specialist/EDCL	<p><b><u>Key roles/responsibilities</u></b></p> <p><b>A- Advertising, planning and filing</b></p> <ul style="list-style-type: none"> <li>• Prepare and publish Procurement Plan, General notices, specific notices and request for expressions of interest</li> <li>• Prepare and issue bidding documents, Expression of Interest (EoI), Request For Proposals (RFP) in consultation with Technical departments</li> <li>• Establish a data base of qualified suppliers and service providers and update it regularly,</li> <li>• Establish and update regularly the program procurement plans spelling out the various services financed by the program,</li> <li>• Design and establish a reliable and comprehensive filing and record keeping system of all procurement of the program.</li> <li>• Ensure that the procurement plan is advertised as well as on the</li> </ul>



websites of the Implementing Agency

### **B-Rules and Procedures**

- Ensure that the procurement manual is updated and known by all relevant staff
- Ensure that the procurement activities are carried out in accordance with donor's procurement procedures and guidelines, RPPA and other donors as required
- Ensure that the quality of bid documents and request for proposals is guaranteed, by verifying in particular that all the required conditions to be fulfilled are included;
- Ensure that procurement procedures to be followed are outlined in the Project Implementation Manual (PIM) under Procurement Manual Section
- Ensure procurement/selection methods used are indicated in the Financing Agreement.

### **C- Selection of the consultants**

- Ensure that input to procurement (Terms of reference) are timely obtained from technical or user departments/units
- Draw up Expressions of Interests & Request for proposals and the consultants shortlist on the basis of elements and the specifications of services financed by the program and prepare no-objection requests when required;
- Receive Expression of Interests, Proposals, lead and participate in the opening of technical and financial proposals;
- Participate to the evaluation process of the Expression of Interest, technical and financial proposals, coordinate and participate to the negotiation process when required;
- Prepare the draft contract between the Program/ EDCL and the chosen consultants after obtaining the no-objection (if required);
- In collaboration with the Contract Management Directorate, ensure that services are provided as stipulated in the contract provisions, propose recommendations for the settlement of disputes which could occur during the implementation of the contract;

### **D- Works and Goods**

- Ensure that input to procurement (Technical specifications) are timely obtained from technical or user departments/units
- Prepare tender documents on the basis of the technical specifications prepared by the service beneficiaries financed by the Program, and ensure that the tender documents are advertised;
- Coordinate and carry out the bidding process, including the pre-bid or pre-proposal meetings, provide clarifications, etc;
- Be present during the opening of bids, write minutes for opening sessions, evaluation report, draw up minutes of the award of the tender, prepare contracts between the Program and the suppliers/entrepreneurs awarded after tender process and No-objection (if required);



- In collaboration with the Stores and Logistics Manager and other concerned parties, ensure timely reception of the goods and the works of the various contracts financed by the project;
- Establish a database of the performance goods suppliers, entrepreneurs, consultants and update database regularly;

**Capacity Building**

- Mentor colleagues by sharing knowledge in procurement operations;
- Support capacity building in procurement management of staff that deals with procurement operations with emphasis on donor procurement procedures and RPPA Law;
- Advise the implementing Agency on general contract management and monitoring.

**Qualifications & Experience**

- Bachelor's Degree in Engineering, Management, Procurement, or other equivalent degrees in related field;
- At least 5 years of proven relevant experience in procurement in Government Institutions and/or donor funded projects;
- Being conversant with donors and Government of Rwanda procurement procedures and guidelines;
- Full or partial professional certification in Procurement will be an added advantage
- Experience in utility or other big company procurement would constitute an added advantage
- Experience and ability in managing bidding processes in the e-procurement system is an added advantage.

5. In charge of Energy Projects Liaison

**Key roles/responsibilities**

- Participate in community mobilization to seek their cooperation before, during and after the expropriation exercise
- Alongside certified Valuers and social safeguards specialists, coordinate the asset valuation and expropriation exercise, specifically informing affected persons of the requirements and expectations to have complete files ready for compensation, ahead of time and ensure that expropriation is done in a strict compliance with applicable laws, policies and regulations.
- Prepare and maintain a database of pending expropriation issues in their respective districts and regularly report this to EDCL.
- Together with local authorities and social safeguards, establish and implement Grievance Redress Mechanisms within their respective districts.
- Together with the Project Manager and Social safeguards/Environmentalists monitor, coordinate the implementation of the Resettlement Action Plan (RAP)
- Follow-up with respective district authorities (Cell, Sector and District) to ensure expropriation files are approved in time
- Serve as an interface between REG and the districts regarding data and statistics on households connected to electricity and related



claims such as customers who made upfront payments for electricity.

- Coordinate the identification of beneficiaries for alternative energy solutions such as Solar home and mini grid systems, Biogas digesters, Improved Cookstoves, LPG and others in their respective districts.
- Participate in the monitoring and evaluation of the installed alternative energy solutions in their respective districts.
- Coordinate awareness campaigns on off-grid electrification and other alternative energy programs within their respective districts
- Coordinate the solar water heater payment recovery in their respective districts.
- Coordinate the provision of after sales services for the installed alternative energy solutions
- Monitor and report on the field status of energy projects, together with the REG project managers and M&E team.
- Alert EDCL on any abandoned electrification/energy projects or electrification material in the area of operation
- Any other assignment given to him/her in relation to the mandate of Rwanda Energy group

**Qualifications & Experience**

- Bachelor's a degree in Social Sciences, Public Administration, Management, Economics, Business Administration or any other related fields.
- He/She should have a minimum of 1 year of experience in community Mobilization, client relationship management, expropriation and any other relevant experience in respect to the position.

**Other competencies & skills**

The candidate for this position should have the following minimum core competences;

- Computer knowledge particularly excel and word.
- Being familiar with expropriation issues is an added advantage.
- Experience in data entry and data processing is an added advantage
- He/she should be proficient in spoken and written Kinyarwanda
- He/she should be a team player, with good interpersonal, leadership and communication skills
- To be able to work in any District anywhere in Rwanda

6.	<p><b>Project Accountant/Rusumo Hydro Power Project</b></p>	<p><b><u>Key roles/responsibilities</u></b></p> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>• Working in liaison the Technical Team to ensure that project budgets are prepared and approved in line with the Project plans</li> <li>• Ensure that the Budget is well aligned with the approved procurement plan which draws from the project plan</li> </ul>
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- Provide regular guidance to the operations and technical team on budget performances for their relevant programme activities
- Prepare monthly and quarterly reports on budget performance highlighting any adverse variances and proposals for recovery for the review of the Director Finance.

#### **Cash Management.**

- Review all payables' documents for completeness, validity and accuracy before preparing payments for suppliers and services providers
- Effective Liaison with the banks to ensure that bank accounts have sufficient liquidity to meet the programme commitments as and when they fall due
- Prepare periodic liquidity forecast to ensure that the programme has adequate cash resources to meet all the projects obligations smoothly
- Ensure that all transactions are processed in accordance to the Company's approved procedures and Development Partners' Guidelines and procedures
- Prepare withdraw and replenishment requirements in consultation with the director finance
- Ensure that relevant, accurate and complete financial records are being kept to render effective accountability for all processed transactions
- Ensure that the accounting system is posted accurately with all transactions being made in the projects
- Ensure that all computations and payments regarding statutory compliance like PAYE, WHT, VAT, RSSB etc. are being made accurately and promptly to avoid penalties and related fines
- Maintain accurately the Petty Cash float and ensure that expenditures are made for allowed purposes as stipulated in the Financial manual
- Prepare monthly bank reconciliation statements and bring any material variances to the attention of the Director Finance for follow up and action

#### **Financial Reporting**

- Prepare monthly and quarterly budget and expenditure reports for the Finance Director's approval
- Contribute to the preparation of the Annual Work Plan and Budget for the programme providing all the subsidiary reports, and supporting information as may be required
- Contribute to the preparation of the Annual financial Report for audit purpose and other external reporting requirements like to MINECOFIN and Development partners
- Ensure that the financial reports meet the applicable Reporting Standards
- Support effectively the external and internal audit mission by providing requested information



		<p><b><u>Qualifications and Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least a Bachelor's Degree (A0) in commerce, Accounting, Finance,</li> <li>• At least 3 years of proven relevant experience in a Finance related role</li> <li>• Knowledge of generally accepted accounting and finance control principles</li> <li>• <b>Added advantage:</b> Experience working as project accountant on AfDB and/or World Bank-funded projects</li> <li>• Knowledge of the energy sector is an added advantage</li> </ul>
7.	<p><b>Transmission Engineer/Rusumo Hydro Power Project</b></p>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• <b>Design of lines-In collocation with the consultant,</b> the Transmission line engineer shall provide input to the line route selection, construction standards. Specifically, the Engineer shall provide guidance to the design and planning teams to ensure that appropriate standards and cost effective technologies are adopted based on the realities on the ground.</li> <li>• <b>Works supervision and certification</b> – The Engineer shall be responsible for the day supervision of contractors with the consultant The Engineer shall ensure that (i) there are no deviations from the design routes; (ii) lines are constructed according to the agreed standards and proposer workmanship and (iii) certification of works before approval of payments.</li> <li>• <b>Project Progress Reports-</b> the Transmission line engineer with the consultant <b>shall</b> contribute, by providing relevant inputs, to the preparation of project progress reports and in preparation of project annual work plans.</li> <li>• Detail as you did for the substation Engineer!!</li> </ul> <p><b><u>Qualifications and experience</u></b></p> <ul style="list-style-type: none"> <li>• Have at least a Bachelor's Degree in Electrical, Mechanical, Civil Engineering or Equivalent</li> <li>• Have at least five (5) years proven relevant experience in high Voltage Transmission line construction, project management or supervision or design and contracts management.</li> <li>• <b>Added advantage:</b> Experience working on implementing and managing projects on AfDB and/or World Bank-funded projects</li> <li>• Be fluent in English.</li> <li>• Having a working knowledge of French shall be an added advantage</li> </ul>
8.	<p><b>Substation Engineer Transmission Engineer/Rusumo Hydro Power Project</b></p>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Assist in Supervision of the implementation of the substation contract for the Project and establishment of a Project Site Organization for the contractor as specified below:</li> <li>• Examination and approval with the consultant of the EPC Contractor detailed design documents and drawings for compliance with the specifications in accordance with sound</li> </ul>





engineering practice;

- Supervision of all substation installation activities and ensure that the works are done in compliance with the contract plans and specifications with regards to both quality and timing,
- Inspecting and approving with the consultant the factory acceptance tests (FAT) during the manufacture of major substation items of equipment and at the manufacturers' premises;
- Verify in collaboration with the consultant if the material and equipment delivered at field sites correspond to the technical specifications.
- Supervise and approve the testing and commissioning of substation installation works.
- Check and approval with the consultant of complete set of "As-Built" drawings, and documentation; and hand over formalities.
- Approval with the consultant of the EPC Contractor's human resources and occupational health and safety policy.
- In providing all contract notices, instructions, orders, certificates, approvals and all communications under the contract (generally referred to as contract administration) for the contract and liaison with the contractor.
- Any change (variation) orders, completion time extension and/or financial claims arising from the contractor, requires the approval of Client after a deep assessment and recommendations to Client based on the day-to-day records and applicable conditions of contract.
- Prepare the completion certificates and final acceptance certificates with the consultant to contractors as per the terms and conditions of the contract.
- Preparation of monthly and quarterly project progress reports as required by Client.
- Monitor compliance with the consultant by the EPC Contractor during installation and commissioning for applicable legal requirements of Rwanda.
- Prepare and submit with the consultant the Project Completion Report that outlines, inter-alia, achievements in meeting the objectives and target set out for Client.

#### Qualifications and experience

- Have at least a Bachelor of Science (B.Sc.) in electrical engineering,
- HV AC substations design,
- Have at least 5 years of experience at least in the field of High Voltage substations construction and design with technical know-how in power system protection/control
- **Added advantage:** Experience working on implementing and managing projects on AfDB and/or World Bank-funded projects

#### MODE OF APPLICATION



10<sup>th</sup> Floor KCT, KN 2 ST, Nyarugenge District, P.O. Box 3855 Kigali, Rwanda  
Tel: (+250) 90 787172265, email: info@edcl.reg.rw, website: www.edcl.reg.rw

Duly signed application letters addressed to the Managing Director of Energy Development Corporation Limited (EDCL) together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted at the reception of EDCL located at Kigali City Tower Building, 9<sup>th</sup> Floor not later than 05 / 06 / 2019 latest 5:00 P.M.

**Note:**

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job applications to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a MUST for pre-selection.
2. REG is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage female candidates to apply. Special consideration will be given to qualified female candidates

Done at Kigali on 15 / 5 / 2019

**Felix GAKUBA**  
Managing Director

