

Kigali, 23/07/2019

Ref:11.07.023/1407/19/MD-EDCL/ FG/VB/ar

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.	Driver/LKMP	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Transport employees and or items as may be required according to the company fleet policy • Inspect car for safe operating condition before, during and after trips and submit a report to his/her supervisor whenever a fault is identified • Report any mechanical problem and always ensure the assigned vehicle is in good condition • Schedule and arrange for vehicle care and maintenance (i.e. oil change, tire rotation etc.) as required • Maintain records required for compliance with state and company regulations including valid driver's license, car technical control certificate, car logbook and other records as required by law every time the car is on duty • Instantly report every accident and incident involving the car to the supervisor • Maintain cleanliness of the motor vehicle at all times <p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> • At least a Diploma (A2) in any discipline • Good in Speaking and Writing English and/or French • Valid driving license: Category B and D with at least five (5) years of driving experience <p><u>Additional Skills</u></p> <ul style="list-style-type: none"> • Good interpersonal skills. • Confidentiality • Communication skills • Time management
2.	Receptionist	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Manage the reception –Ensure proper management and neatness of the reception area and office all the time. • Read and verify substance of incoming documents– Ensure that all incoming and outgoing documents are read and verified and the form and substance are of quality before reaching their destination.

		<ul style="list-style-type: none"> • Registration of incoming and outgoing documents- ensure that all incoming and outgoing correspondances are well registered and transmited to the Central Secretariat on time; • Quality Customer Service -Ensure proactive good care and treatment of ccustomers and guests and orient visitors professionally. • Orient inquiries: Direct all sorts of enquiries to the appropriate personnel in EDCL. • Personal initiative - Undertake personal initiative and responsibility for ensuring tasks are followed up and that people are working together. Respect and use the management systems in place within the EDCL. • Receive incoming Calls- Receive customers' incoming calls and orient them to the right persons as they may desire. <p><u>Qualifications and experience</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0 in Customer Care, Secretarial Services, Public Administration, Public Relations, Communication, Social Work, Marketing or any other related field • At least two (2) years of proven relevant experience in a relevant position in a busy Public entity and/or Private company.
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MODE OF APPLICATION

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, 9th Floor not later than **09/08/2019** at **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 **23/07/2019**

Felix GAKUBA
Managing Director