JOB ADVERTISEMENT

The management of **Energy Utility Corporation Limited** (**EUCL)** informs the public that it is recruiting competent, qualified and experienced staff to fill the following positions:

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	Payroll & Benefits Manager	01	**Key responsibilities:** **Strategy:** 1 Lead in the development, implementation and management of the Organisation's reward and compensation strategy. 2 Conduct annual bench mark surveys and advise the Head of Human Resources and review current practices and structures to ensure that the compensation structure is performance related. 3 Develop and manage the Organisation's recognition frameworks and recommend best practices i.e. Employee of the year awards, MD's awards, functional and departmental awards. **Insurance** 4 Manage and monitor all employee insurance matters including and medical benefits in collaboration with external service providers to ensure that employees are receiving quality and timely insurance covers. **Employee Relations** 5 Manage, coordinate and review the Organisation's grievance and disciplinary policy in addressing all employee conflicts and disagreements ensuring that an objective and fair system is in place and that all matters are addressed in a timely manner and in accordance with the employment law of Rwanda. 6 Manage and monitor an internal Organisation wellbeing (Employee Assistance Programs) system that ensure all employees receive the support and counselling services that they need in order to maintain a conducive working environment to enhance staff performance **Payroll Management** 7 Manage the payroll processing procedure and ensure that salaries are paid out accurately and on time to avoiding any delays. 8 Monitor that all taxable deductions are made off the employees' salaries and are submitted to the relevant authorities in line with the Rwandan laws

			9. Manage and monitor the Social Security deductions and ensure payments are made to RSSB on time **Risk Management** 10. Identify and manage the function operational risks and provide mitigating strategies. **Leadership** 11. Provide leadership to the unit staff and supervise and manage their performance and development in line with the Organization's goals, objectives, policies and regulations. 12. Participate in the development of the departmental annual work plan and financial budget and monitor their implementation in line with the Business plan **Required Education background & Experience:** • Bachelor's Degree (A0) in Human Resource Management, Industrial Psychology, Social sciences or a full relevant professional qualification • At least 5 years of experience in a compensation & benefits role of which 2 years are at Manager level.
2	**RTU Engineer**	01	**Key responsibilities:** • Handling RTUs, RTUs engineering and programming • RTUs/PLCs/ Gateway settings, parametrization and troubleshooting • Communicating regularly with operators to ensure RTUs availability and performance • Provide technical support to the tendering team, when preparing RTUs tender documentation, technical specifications, architectures, task lists and time estimates • Preparation of RTU project specific documentation including; Concept Designs, System Architectures, Functional Design Specifications, Technical Specifications, • To successfully design, engineer and document RTU projects (primarily IEC61850), from conceptual design to final **Required Education background & Experience:** A Bachelor's Degree in Electronics and Telecommunications with at least 3 years related experience (Programming Experience)
3	**Hardware Engineer**	01	**Key responsibilities:** **Analysis** 1. Analyse information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications

| | | | 2 | Analyse user needs and recommend appropriate hardware. |

Designing

3 work with Asset officer of the company to ensure the updated IT Asset register / Inventory

4 Evaluate factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration

5 Repair and Maintain computer hardware and support peripherals, including central processing units (CPUs), support logic, microprocessors, custom integrated circuits, and printers and disk drives.

6 Confer with engineering staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.

7 Test and re-test parts to ensure they work properly and identify and isolate defects.

8 Design and test circuits and other electronic components and test work and refine processes.

9 Integrate components into the final design and evaluate the effectiveness of the design and change if necessary.

10 Generate specifications for parts and Use computers extensively to produce and analyse designs.

11 Analyse information and recommend appropriate hardware to users.

12 Technical Support

13 Repair Hardware and peripherals, including central processing units (CPUs), support logic, microprocessors, custom integrated circuits, and printers and disk drives.

14 Specify power supply requirements and configuration.

15 Retrieve data for analysis of system capabilities.

Required Education background & Experience:

- Bachelor's Degree (A0) in IT/ Computer Science
- At least 3 years of experience in an IT related role

Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degree;

4.   A photocopy of the Identity card;
5.   Full addresses of three referees, including preferably one of previous supervisors.
6.   Proof of Experience (Work Certificate (s))

Submission of Applications

Interested and qualified candidates should submit their soft copy applications addressed to the **MANAGING DIRECTOR of EUCL Ltd** through this e-mail address: **recruitment@eucl.reg.rw** not later than **29/03/2019** at **05:00 P.M.** Hard copies are not accepted. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for this position, please visit our website on **www.reg.rw**

Note: *"REG is an equal opportunity employer. As part of its Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage women to apply. Special consideration will be given to qualified women applicants."*

Done at Kigali, on **15/03/2019**

Maj. Eng. Jean Claude KALISA
Managing Director