

Kigali, ..... **27 MAY 2021** .....  
Ref:11.07.023../~~7.7.7~~.../21/MD-EDCL/ FG/RJG/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.	<b>Coordinator, Projects Implementation Coordination Unit/EDCL</b>	<p><b>Strategic responsibility</b></p> <ol style="list-style-type: none"> <li>1 <b>Monitoring and Evaluation Management.</b> Elaborate and regularly update a project Monitoring and Evaluation (M&amp;E) Plan to avoid deviation from project time, cost and quality planned, whilst ensuring value for money</li> <li>2 <b>Projects Risk management.</b> Develop and regularly update a projects Risk Management Strategy (RMS), including projects risk profiles and corresponding risk mitigation plan in liaison with other implementing parties</li> <li>3 <b>Projects Implementation Scheduling.</b> Coordinate the implementation of EDCL projects schedules, developed by the planning unit, highlighting critical project milestones and execution obstacles that call timely interventions</li> <li>4 <b>Projects reporting.</b> Collect, consolidate and refine projects performance reports on a weekly, monthly, quarterly and annual basis to update management on overall projects performance to inform decision making</li> <li>5 <b>Projects database management.</b> Develop and update a projects database highlighting key performance indicators to be monitored that aids report writing and future reference by respective stakeholders</li> <li>6 <b>Documentation.</b> Develop and update a projects document archive, containing key project records required by management and other project stakeholders</li> </ol> <p><b>Performance Management responsibility</b></p> <ol style="list-style-type: none"> <li>1 Provide guidance and capacity required to ensure unit staff meet their performance obligations.</li> <li>2 Continuous assessment, training and development of unit staff to enhance their capacities and competence in their assigned areas of work.</li> </ol>

		<p><b>Motivational responsibility</b></p> <p>3 Provide a motivating work environment to ensure staff deliver up to their performance expectations</p> <p><b>Staff Development</b></p> <p>1. Provide inhouse skills transfer arrangements to ensure continuity of business services</p> <p><b>Leadership</b></p> <p>4 Provide leadership to the staff of projects implementation coordination unit and supervise and manage their performance and development in line with the Organization's goals, objectives, policies and regulations.</p> <p>Coordinate the elaboration of the Unit annual work plan and budget and monitor their implementation in line with the EDCL Business plan</p> <p><b><u>Qualifications and experience</u></b></p> <ul style="list-style-type: none"> <li>• A Masters' level degree in Planning, Project Management, Economics, Business Administration, Engineering or closely related fields with proven hands-on experience of at least five (5) years in managing big projects.</li> </ul> <p>Prior experience in the energy sector is an added advantage.</p>
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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 by email to [edclrecruitment@edcl.reg.rw](mailto:edclrecruitment@edcl.reg.rw) not later than 7/09/2021 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. Your job application and its attachments MUST be scanned as ONE single pdf document for easy download & analysis of applications.

3. **ONLY** online applications will be received on the mentioned above email. No hardcopy applications will be received.
4. 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 27/05/2021

**Felix GAKUBA**  
Managing Director

