

Kigali, 01/12/2021

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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 responsibilities: Brief description of duties or the responsibilities for the job
1.	Senior Contract Management Specialist/RUEAP	<p>Supervise all management of contracts activities including bellow specific tasks:</p> <ol style="list-style-type: none"> 1 Review overall contractual rights and obligation of the Employer/Client and Contractor/Consultants; 2 Review detailed work plan submitted by contractors/consultants for effective implementation of the contract (s) and coordination among contractors/consultant; 3 Facilitate a technical dialogue between Client, Contractor; and where applicable, Supervision Consultant, Dispute Board, Arbitrator et al with a view to achieve closure on divergent interpretation of contractual clauses. 4 Prepare format, detailing and frequency to monitor progress of work in respective contracts with input from contractors/consultants preferably through use of Project Management software and assist the client in contract implementation; 5 Prepare check-list for action for each contract for effective monitoring of contractual rights and obligations of contracting parties; 6 Identify contractual issues in advance and suggest remedial measures for action by the client to maintain progress of work; 7 Participate with management in regular progress review of contracts including any review at site and if required at the premises of the supplier/manufacturer; <p>Work closely with technical experts, project officers, safeguard specialist in seeking their input to plan and coordinate tasks like design review, review of technical documentation and drawings, quality assurance/ inspection of goods, progress of supply and manufacturing, physical progress at site including installation, compliance with ESHS requirements</p> <ol style="list-style-type: none"> 8 Assist the client in dealing with any contractual claims from contractors

		<p>and consultants in a timely manner to protect the interest of client;</p> <p>9 documents and its timely release as per the provisions of the contract;</p> <p>10 Assist Finance Officer in opening of Letter of Credit as required by the contract;</p> <p>11 Advise the client in certification of any advance payment which is contractually due;</p> <p>12 Advise the management in dealing with Price Adjustment claims as contractually due and other similar contractual issues like levy of Liquidated/Delay Damages ;</p> <p>13 Deal with contract variations/amendments in coordination with technical specialists;</p> <p>14 Ensure effective working of Dispute Board (DB) and coordinate with DB;</p> <p>15 Assist client in submitting claims to DB and Arbitration panel and assist client during DB and arbitration proceedings.</p> <p><u>Educational Requirements & Related Job Experience/Qualifications</u></p> <ul style="list-style-type: none"> • Master’s degree in Business Administration, Procurement, Management, Commerce, Electrical Engineering, Civil engineering, Law or a full professional qualification in Procurement with minimum of 6 years of relevant experience in a Contract Management and 3 years at senior managerial level.
2.	Environmentalism/ RUEAP	<p><u>Key responsibilities: Brief description of duties or the responsibilities for the job</u></p> <p>Project Implementation</p> <ol style="list-style-type: none"> 1 Periodically supervise construction activities on-site to ensure that and OHS requirements are being met. 2 Follow up project implementation and report environmental performance of the project as requested. 3 Perform delivery activities such as report writing, undertaking, and organizing data collection and survey field work, 4 Prepare annual, semi-annual, quarter, and monthly environmental and related work plan (activities) 5 Work with multi-disciplinary team members and assist project environmental safeguard implementation 6 Consult public and other stakeholders regarding likely environmental and social impacts and collect their conscience 7 Ensure that the costs for implementation of recommended environmental management and monitoring plans, and any capacity strengthening measures, are included in the proposed projects’ development costs. 8 Conduct site visits during project construction and operation to assess

how OHS mitigation measures are succeeding or have succeeded in minimizing health and safety impacts

Impact assessment and monitoring

9 Following up investment operations to ensure that any outstanding environmental issues are properly addressed.

10 Support project safeguard documents preparations (ESMF, ESMP, ESIA, Environmental and Social Audit, Project Performance Report, Monitoring and Evaluation reports, ToR and other site-specific management plans) as per the request from the manager.

11 Quality Assurance of the Environment and social management plan; health and safety reports for all projects, plus monitoring and enforcing the implementation of these plans for environmentally compliant projects and infrastructure

Regulation

12 Liaise with the Rwanda Environmental Management Agency (REMA) and line ministries to ensure that all necessary clearances for projects are obtained

13 Review documentation pertaining to environmental compliance (e.g., Feasibility reports, ESIA studies, bidding documents, reports from contractors, on-site reviews, etc.)

Planning

14 Provide professional input regarding environmental concerns into the planning, design and contracting of investments, including the preparation of tender documents (terms of reference) for engaging consultants to undertake environmental impact assessments, resettlement action plans and other required studies for specific projects; Prepare Environmental Management Plans (EMPs) and ensuring that such plans are approved by relevant authorities before contracts can be implemented; Develop environmental and resettlement guidelines for use in the planning and design of investments (peat & hydro power plants, transmission and distribution lines)

15 Ensure that the costs for implementation of recommended environmental management and monitoring plans, and any capacity strengthening measures, are included in the proposed projects' development costs.

Educational Requirements: The *minimum* education level required to perform this job

- Minimum Bachelor's Degree in Environmental Studies, Development Studies or related fields such as botany, zoology
- At least 5 years of experience in a similar role.

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 not later than **27/12/2021 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 01/12/2021

Felix GAKUBA
Managing Director