

JOB ANNOUNCEMENT

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	Environmentalist	01	<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Manage the land acquisition process for materializing electrical infrastructures in compliance with expropriation, Social and Environmental regulatory, policies and procedures; • Manage the expropriation process of Projects Affected Persons (PAPs) for projects implemented by EUCL; • Manage the work of property valuers and contractors to ensure that fair valuation and compensation are done in accordance with the applicable expropriation laws and policies; <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Must hold a Bachelor's Degree (A0) in Environmental engineering, water resources and environmental management or related fields; • Demonstrate at least 3 years' management experience of social impacts assessment and mitigation related to projects; • Excellent communication skills in English and Kinyarwanda languages; • Writing, reporting and presentation skills • Advanced level computer skills (MS Office applications)
2	Transport Officer	01	<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Generate technical and operational specifications for vehicles in line with identified transport needs during the procurement process; • Generate service/repair orders and monitor repairs and cost prices in line with the transport policy. Ensuring the Organization fleet reflects the corporate brand, is in a good mechanical and working condition; • Review and monitor the execution of contracts for the provision of fuel, servicing, repairs and maintenance to the

			<p>Organization in accordance with the provisions in the contracts and transport policy</p> <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Business Administration, Procurement or a related field or a partial professional qualification in procurement; and; • At least 3 years of experience in an Administration related role; <p>OR</p> <ul style="list-style-type: none"> • Technical Diploma with 10 years' experience in an Administration or technical related role
3	Legal Administrative Assistant	01	<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Assessing claims from the public and declare to the insurer if need be; • Following up on insurance claims and ensures that Branch Managers have claim number; • Collecting, examining, and organizing evidence and other legal documents and files relating to litigation cases and requests for payment; • Preparing payment for external lawyers under guidance of Legal Specialist <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Law
4	Multimedia Editor Support	01	<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Coordinate the production of video and photos for EUCL; • Ensure EUCL website are standardized with Audio - visual Content; • Design and execute art-work for the Company; • Lead all aspects of multimedia production for the company; • Edit Pictures and Videos to be used on Social media and Website; • Maintain carefully an organized archive of all footages recorded; • Design Promotional materials for the Company; <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Hold at least A1 diploma in multimedia, Graphic design, Journalism/Communication and/or any related field in audio-visual design;

			<ul style="list-style-type: none"> • Have a Certificate of special trainings in photography, Visual Arts or Digital Media, Creative Design (Media Design), Creative Design (Communication Design), Creative Design (Environmental Design), Creative Design (Product Design); • Must possess an in-depth knowledge of multimedia; • Have at least two years of working experience in multimedia or related field
5	Warehouse Technician	01	<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Responsible for warehouse management, standard systems are properly maintained at warehouses in line with Organisation’s policies; • Assess the availability of space and prepare stacking/storage plans prior to programming/contingency commodities arrivals; • Participate in field-level planning formulation in the area of logistics. Participate in programme planning and advising on logistics considerations. • Provide technical and operational support to the field office, as well as advice on application of logistics management best practice, systems and procedures. Take initiative in management improvement for the logistic function. <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree (A0) in Business Administration, Management or a related field • At least 3 years of experience in an Administration related role <p>OR Technical Diploma with 10 years’ experience in an Administration or technical related role</p>

Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degree;
4. Proof of work experience;
5. A photocopy of the Identity card;
6. Full addresses of three referees, including preferably one of previous supervisors.



Submission of Applications

If you believe your career objectives match this position, send your **application documents addressed to Managing Director of EUCL**, through **recruitment@eucl.reg.rw** with the position you are applying for in subject line not later than 26th March 2021 at 5:00 pm. Shortlisted candidates will be contacted for interviews. Hard copies are not accepted.

For more details on these positions, please visit our website on www.reg.rw

Done at Kigali, 18th March 2021

Armand ZINGIRO
Managing Director