

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	Business Analyst	01	<p><u>Job summary</u></p> <p>To provide financial insights that help the decision-making process, align capital and resource allocation within the business budget . In addition, to develop and monitor data quality metrics and ensure business data and reporting needs are met</p> <p><u>Key responsibilities</u></p> <ol style="list-style-type: none"> 1. Create a detailed business analysis, outlining problems, opportunities, and solutions for a business 2. Coordinate with different departmental teams to produce better business outcomes 3. Assess the feasibility of the recommended solution from a business perspective 4. Assess the impact of solution on various stakeholders 5. Drive fresh initiatives for financial planning and business intelligence systems 6. Test business processes and recommend improvements 7. Write clear and well-structured business requirements/documents and projects concept notes 8. Defining business requirements and reporting them back to stakeholders 9. Manage changes to business requirements and do an impact analysis 10. Assist with project management for selected projects 11. Identify specific business opportunities

			<p><u>Required Education Background & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree (minimum) in the following subjects: Business studies, Business administration, Management, Information Technology) • At least 4 years of progressive work experience as Business analyst or any other similar position, • 2 years working experience with Master in the above subjects • Strong understanding of regulatory and reporting requirements as well as plenty of experience in forecasting, budgeting and financial analysis combined with understanding of key performance indicators.
2	Procurement Specialist	02	<p><u>Job summary</u></p> <p>A Procurement Professional is responsible for planning, sourcing, purchasing, and managing Contracts, works, and services required by Energy Utility Corporation Limited (EUCL) in accordance with procurement laws, policies, and procedures. The rôle ensures value for money, transparency, timely delivery, quality assurance, and effective contract management while maintaining ethical and professional standards.</p> <p>Energy Utility Corporation Limited (EUCL), procurement personnel support operational and strategic activities by managing tendering processes, supplier relationships, contract administration, and procurement compliance for technical and non-technical requirements.</p> <p><u>Key responsibilities:</u></p> <p><u>1. Procurement Planning</u></p> <ul style="list-style-type: none"> • Prepare annual procurement plans aligned with the Company budgets and projects. • Coordinate with user departments (generation, transmission, distribution, ICT, finance, etc.). • Monitor procurement implementation schedules. <p><u>2. Tender Management</u></p> <ul style="list-style-type: none"> • Prepare bidding documents, RFQs, RFPs, and tender notices.

- Ensure compliance with the REG/EUCL procurement policy and procedures, and in some cases refer to the Rwanda public procurement law and RPPA regulations.

- Organize pre-bid meetings and site visits.

3. Bid Evaluation

- Participate in technical and financial evaluation committees.

- Verify bidder qualifications, manufacturer authorizations, financial capacity, and technical compliance.

- Prepare evaluation reports and recommendations for contract award.

4. Contract Management

- Draft and administer procurement contracts.

- Monitor supplier performance, delivery timelines, warranties, and penalties.

- Handle contract amendments, extensions, and variations.

5. Procurement Compliance

- Ensure transparency, fairness, and accountability in procurement processes.

- Ensure compliance with:

- REG/EUCL Procurement Policy and Procedures Manual /Rwanda Public Procurement Law
- RPPA regulations
- Donor procurement guidelines (World Bank, AfDB, EU, etc.)

Stakeholder

- Plan and engage with the user department to understand technical specifications, Terms of Reference, or Bill of Quantities

- Manage suppliers' inquiries, clarifications, and give timely feedback.

Business Process

- **Needs Identification**

User departments identify required goods, works, or services and prepare specifications or Terms of Reference (ToR).

•Procurement Planning

The Procurement Unit consolidates needs into the annual procurement plan aligned with the approved budget.

•Procurement Requisition Approval

Procurement requests are reviewed and approved to confirm necessity and budget availability.

•Selection of Procurement Method

EUCL selects the appropriate procurement method in accordance with the REG/EUCL procurement policy and procedures. Sometimes it refers to the Rwanda Public Procurement Authority regulations (Open Tender, RFQ, Single Source, etc.).

•Preparation and Publication of Tender

Tender documents are prepared and published in Newspapers and other approved platforms.

•Bid Submission and Opening

Suppliers submit bids electronically, and bids are officially opened by the tender committee.

•Bid Evaluation

Evaluation committee assesses bids based on administrative, technical, and financial criteria.

•Approval and Contract Award

The best evaluated bidder is approved and awarded the contract.

•Contract Implementation and Monitoring

EUCL supervises the delivery, installation, and performance of goods, works, or services.

•Inspection, Payment, and Record Keeping

Delivered items are inspected, payments are processed, and procurement records are archived for audit and compliance purposes.

			<p><u>Required Education Background & Experience</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree (minimum) in the following field: Procurement and Supply Chain Management, Business Studies, Management Studies Economics, Business Law, Law, Engineering, Business Administration, Project Management, Logistics and Supply Chain Management. • At least 5 years of experience in a Procurement related role • Having a partial or full Professional Qualification in Procurement, Project Management, Business Management, Logistics, and Supply Chain Management or related professional qualification would be an added value. <p>OR</p> <ul style="list-style-type: none"> • Having Master’s Degree in the following field: Procurement and Supply Chain Management, Business Studies, Management Studies Economics, Business Law, Law, Engineering, Business Administration, Project Management, Logistics and Supply Chain Management. • At least 3 years of experience in a Procurement related role • Having a partial or full Professional Qualification in Procurement, Project Management, Business Management, Logistics, and Supply Chain Management or related professional qualification would be an added value.
3	Transmission Maintenance Technician	02	<p><u>Job summary</u></p> <p>To operate and maintain the especially regular preventive maintenance;</p> <p><u>Key responsibilities:</u></p> <p>Technical Delivery</p> <ol style="list-style-type: none"> 1. Implement the preventive, corrective and predictive maintenance on especially regular preventive maintenance; 2. Execution of own earthing system in Transmission Substations equipment before start activities; 3. Testing and reporting malfunction of Substations equipment, and recommendations for proper correction.

			<p>Leadership</p> <ol style="list-style-type: none"> 1. Follow and apply lawfully given instructions consistent with reporting hierarchy and conditions of service 2. Contribute to team building by assuring support to O&M team members 3. Provide support to team player and leadership <p>Business</p> <ol style="list-style-type: none"> 1. Ensure the Transmission lines assets are run as an efficient and professionally; 2. Ensure operational and maintenance costs stay within budget and timelines for the planned activities. <p>Safety, Health & Environment</p> <ol style="list-style-type: none"> 1. Apply safety procedures for all O&M work in substations to prevent danger; 2. Respect environmental protection procedures to safeguard the ecosystem. 3. Report any incident on site for safety intervention. <p><u>Required Education Background & Experience:</u></p> <p>Minimum an Advanced Diploma (A1) in Electrical Engineering, Electromechanical Engineering, Renewable energy</p>
4	Protection Technician	03	<p><u>Job summary.</u></p> <p>To carry out operations and maintenance of Transmission and Distribution protection related equipment and devices;</p> <p><u>Key responsibilities:</u></p> <p>Technical Delivery</p> <ol style="list-style-type: none"> 1. Carry out site installation of protection devices and other substation equipment related to system stability; 2. Implement preventive, corrective and predictive maintenance on protection devices; 3. Ensure proper storage and record keeping of all protection primary and secondary testing kits; 4. Maintenance of AC/DC system located at various substations; 5. Participate in testing and commissioning of protection devices and equipment; 6. Apply transmission related work procedures to carryout O&M works

			<p>7. Ensure good housekeeping of transmission plant; 8. Ensure effective use of equipment and materials to maintain and improve transmission and distribution protection system;</p> <p>Safety</p> <p>1. Adhere to safety procedures for while doing maintenance or installation of all protection and control related equipment; 2. Ensure environmental protection procedures to safeguard the ecosystem while carrying out all assigned duties.</p> <p><u>Required Education Background & Experience:</u></p> <p>Minimum an Advanced Diploma (A1) in Electrical Technology/ Power system/ Renewable energy/Mechanical/electronics and telecommunication fields</p>
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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 (**It is Mandatory**)
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 application documents **in one folder** addressed to Acting Managing Director of EUCL through recruitment.reg.rw portal not later than**1.7 JUN 2026**..... at **05:00 P.M.** Hard copies are not accepted. Only shortlisted candidates shall be contacted.

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, **1.1 JUN 2026**



EUCL Management