

Kigali, 14 APR 2022

Ref:11.07.023/398/22/MD-EDCL/ FG/RJG/ar

JOB ADVERTISEMENT

The World Bank (WB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**Energy Access and Quality Improvement Project (EAQIP)**”. In the above context, Energy Development Corporation Limited (EDCL) a subsidiary of Rwanda Energy Group (REG) as the key implementer of the Project Agreement linked to the above Financing Agreement, seeks to recruit qualified and competent staff on the following positions:

| N° | Job Title | Key Roles/Responsibilities and qualifications required |
|----|---|--|
| 1. | Internal Auditor /RUEAP at Manager Level (1) | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Contribute to the development and implementation of risk based audit strategy and annual plan for the projects • Contribute to the development of appropriate policies, procedures and work flow process that enhance the effectiveness of internal audit function in project activities • Objectively assess the adequacy of governance systems and management of existing risks, assess emerging risks and propose appropriate recommendations to management • Prepare the relevant reports to facilitate the work of the Audit Committee of the board in discharging its mandate • Develop appropriate Audit programs to address identified risks and other audit objectives in the annual internal audit work plan • Plan and conduct audits to assess controls, operational and technical efficiencies and compliance with relevant laws, regulations policies, guidelines and procedures while ensuring that the three “E” (efficiency, effectiveness and economy) are optimized • Follow through to ensure and effective monitoring to ensure that the recommendations from previous Audits and project performance reviews are being implemented in timely manner • Play key liaison with other assurance providers including but not |

| | | |
|----|---|--|
| | | <p>limited to external auditors, and other IDA sanctioned evaluators.</p> <ul style="list-style-type: none"> • Ensure that all internal audit activities are carried out in line with the International Standards for the Professional Practice of Internal Auditing. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • A Bachelor’s degree in finance, Accounting, Economics or related field and • Professional qualification in any of ACCA, ICAEW, CPA or CIA is required. • Possession of a relevant master’s degree in Finance, audit, accounting or economics or related field will be an added advantage <p>At least 5 years Internal or External audit experience of which 1 should be at a senior level.</p> |
| 2. | Human Resources Specialist /RUEAP(1) | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Undertake human resources planning & budgeting processes for RUEAP • Actively participate and contribute to the review of required HR policies and procedures • Undertake regular capacity needs assessments for employees and develop corresponding annual capacity building plans for RUEAP • Contribute to elaboration or review employee Job descriptions for RUEAP • Participate in staff recruitment and selection processes, including drafting of contracts for RUEAP • Facilitate planning and delivery of effective orientation for new staff, Interns and short term hires for RUEAP • Lead performance contracting processes & performance evaluation processes for employees for RUEAP • Take lead in leave planning and leave reconciliation on a monthly basis & monitor implementation of leave plans for RUEAP • Initiate and coordinate capacity needs assessments and capacity building planning and monitoring and reporting on progress of implementation of annual capacity building plans for RUEAP • Ensure proper employee contracts management, including in staff disciplinary matters and processes for RUEAP • Ensure that local staff HR files and personnel information are always updated and complete. • Facilitative & monitor payroll and benefits processing procedures at RUEAP • Ensure staff receive slips, work certificates etc as and when needed • Monitor exit process and RUEAP staff including handover, exit interview and payment of terminal benefits/final dues and issuance of work certificate per law and procedures |

| | | |
|----|--|--|
| | | <ul style="list-style-type: none"> • Perform other related duties as required by the supervisor <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • At least a bachelor's degree in Human Resource Management, Public Administration or a related field required with four (4) years of proven relevant experience in a Human Resources Management function/role Or • Master's degree in Human Resource Management, Public Administration or a related field required with two (2) years of proven relevant experience in a Human Resources Management function/role • An HR professional qualification is an added advantage. |
| 3. | Legal & Transaction Specialist /RUEAP (1) | <p><u>Key roles/responsibilities</u></p> <p>Contract Management</p> <ol style="list-style-type: none"> 1 Review vendor contracts and requests for proposals and confidentiality agreements for the company to ensure they are consistent and in compliance with regulatory requirements and organizational risk policies. 2 Assess contractual liabilities, understand market and legal risks and mitigate contractually where possible. 3 Provide training on contract provisions internally to the legal department staff. <p>Advisory Services</p> <ol style="list-style-type: none"> 4 Advise management and departments on appropriate legal procedures and corrective action regarding any legal related matter 5 Lead in the implementation of the legal policies, process and procedures in line with the strategic objectives of Rwanda Energy Group and Energy Development Company. 6 Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders <p>Compliance</p> <ol style="list-style-type: none"> 7 Identify contractual and operational compliance requirements for all actions by the organization to be taken eligible to create legal situation thereafter. <p>Regulatory</p> <ol style="list-style-type: none"> 8 Review, analyse and interpret state laws and regulations and advise management on the same. 9 Review and execute contract documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest. |

| | | |
|----|---|---|
| | | <p>Reporting</p> <p>10 Prepare weekly and monthly unit reports to the Head of Legal services.</p> <p><u>Qualifications and experience:</u> Bachelor's degree (A0) in law with at least 4 years of proven experience in contract drafting and management within a busy public or private company. Possession of a master's degree or post graduate in legal practice will be an added advantage.</p> |
| 4. | <p>Senior Corporate Services Specialist/RUEAP (1) (Re-advert)</p> | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> ▪ Take responsibility for the procurement processes, ensuring that all steps are properly undertaken, and that procurement files are maintained in accordance with Government and Development Partners' requirements, ▪ Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner, ▪ Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included ▪ implementing the overall M&E and results framework design and related activities – data collection, regular reporting, special studies - within the RUEAP. ▪ Providing timely and relevant information to program Manager ▪ Participate actively in the preparation of annual work plans and Budgets and ensuring alignment with program strategy, agreement on annual targets ▪ Coordinate the preparation of all program reports ▪ Initiate, review, process and follow up on actions related to human resource activities ▪ Provide information and advice to consultants and staff regarding their entitlements, administrative procedures, processes and practices, ▪ Ensuring consistency in the application of rules and procedures set in the program implementation manual ▪ Ensure appropriate stocktaking reports are timely and regularly prepared; ▪ Ensure the program compliance with the requirements of the environment and social safeguards through the Environmental Management plans (EMPs), Resettlements Action Plans (RAPs) for specific investments and ensuring that such plans are approved by The Rwanda Environmental Management Authority and development partners before contracts can be implemented ▪ Developing environment and resettlement good practice guidelines for use in the planning and design typical investments, supervising land acquisition and resettlement |

| | | |
|--|--|---|
| | | <p>activities to ensure they are complete before civil works are begun and following up investment</p> <ul style="list-style-type: none"> ▪ operations and ensure that any outstanding environmental or resettlement issues are properly attended to. ▪ Design and deliver or arrange for delivery of an environment and social safeguards capacity building program for the RUEAP. ▪ Undertake any other duty assigned by the RUEAP Program Manager. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • A Bachelor's Degree in Finance, Economics, Management, Administrative Sciences Public Administration or other related field with strong experience of at least five (5) years in related assignments. Or Master's degree in above field with an experience of (3) years. |
|--|--|---|

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 May / 04 / 2022 latest 5:00 P.M.

Note:

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job application letter 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 above-mentioned 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 14 / 04 / 2022

Felix GAKUBA
Managing Director



10th Floor KCT, KN 2 ST, Nyarugenge District, P.O. Box 3855 Kigali, Rwanda
Tel.: + (250) (0) 787172265, email: info@edcl.reg.rw, website: www.reg.rw