

Kigali, 24/02/2020

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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 Roles/Responsibilities and qualifications required |
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| 1 | Projects Manager | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Under the supervision of the Coordinator of the Projects Implementation Coordination Unit (PICU), technically provide guidance on unlocking constraints to implementation of energy Projects under EDCL mandate in accordance to the Project Documents and the entire company annual performance plan. • Provide technical oversight in the elaboration and implementation of the company's quality assurance plan to enhance quality of interventions before and during projects implementation, working closely with the quality assurance specialist. • Elaborate and help enforce clear projects monitoring and quality inspection schedules to reduce unplanned visits and associated expenditure triggers that don't match cashflow plans • Assist in elaboration of clear and typical energy project milestones especially in generation and transmission against which performance targets will be tied and evaluation undertaken to reduce process reporting. • Oversee implementation of the company's operational plan translating the broader quarter-level performance commitments into monthly and weekly activity plans to reduce projects time overruns. • Support respective EDCL departments on adherence to individual project's workplans, and budget assisting in the preparation of revisions of work plans and budget where need be though in a manner that doesn't affect the realization of the overall company performance timelines. • Working with individual project managers, oversee compliance of Independent Power Producers and other contractors to the agreed upon project annual workplans, budget and Monitoring Plans. • Contribute significantly in projects budget preparation in |

consultation with the energy planning unit and expenditure tracking in consultation with finance department to reduce risks emanating from cost overruns.

- In line with the Rwanda Energy Group Enterprise Risk Management Plan being developed, develop and regularly update a risk matrix for on-going energy projects for management intervention
- Undertake any other assignments related to energy projects as requested by the Projects Coordinator

Qualification & experience required

- At least a Bachelor's degree in Engineering, Management, Development Studies, Economics and other closely related subjects.
- At least 3 years of professional experience in program/project, Monitoring and Evaluation and other related assignments.

Core Competences

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve company performance commitments
- Knowledge of government processes and procedures such as procurement is an added advantage
- Strong interpersonal and analytical skills
- Excellent written and oral communication skills.
- Strong organizational skills and demonstrated ability to find viable solutions to complicated problems in a flexible, time sensitive and creative manner
- Must be a self-starter who takes initiative and can work with minimal supervision
- Strong analytical, writing, reporting and presenting abilities. Should have strong computer skills in MS Word, Excel and PowerPoint
- Openness to change and ability to receive/integrate feedback in a timely and positive manner
- Ability to work under pressure and stressful situations.

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| 2 | Head of Information & Communications Technology | <p><u>Key roles/responsibilities</u></p> <p>Strategic Leadership and Work Planning</p> <ol style="list-style-type: none"> 1. Manage operational and strategic ICT planning, including business requirements, project planning, and organising and negotiating the allocation of resources 2. Develop a coherent Energy Development ICT strategy in close collaboration with external and internal stakeholders 3. Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies 4. Prepare strategic and operational plans for the Information Communications Technology (ICT) department to ensure that all necessary ICT tools, processes and systems are in place to meet the requirements of the business and contribute to the achievement of short- and long-term goals of the Development Corporation. 5. Exercise control and monitoring of corporate ICT projects progress <p>Management of the EDCL's ICT operations</p> <ul style="list-style-type: none"> • Review performance of ICT systems to determine operating costs, productivity levels and upgrade requirements • Benchmark, analyse, report on, and make recommendations for the improvement of the ICT infrastructure and ICT systems • Authorise and oversee the deployment, monitoring, maintenance, development and support of all hardware and software based on business needs • Participate in the development of business case justifications and cost/benefit analyses for ICT spending and initiatives • Provide expertise and support during systems upgrades, installations, conversions and file maintenance • Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements • Oversee development and implementation of all ICT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision • Work closely with all Heads of Units to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the Energy Development Corporation. • Oversee systems development and enhancement and the integration of new systems with existing systems • Oversee provision of end-user services, including help desk and |
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| | | <p>technical support services</p> <p>Staff management</p> <ul style="list-style-type: none"> • Provide overall leadership of the IT department and Supervise and manage the performance and development of staff in the department in line with the Organization’s goals, objectives, policies and regulations. • Develop a departmental annual work plan and financial budget and monitor their implementation in line with the Business plan <p><u>Qualification & experience required</u></p> <ul style="list-style-type: none"> • At least a Bachelor’s Degree (A0) in Information Technology • At least 5 years of experience at Managerial level in an IT related role in a busy company/institution • Possession of relevant professional qualifications in the IT field is an added advantage |
| 3 | Geophysicist | <p><u>Key roles/responsibilities</u></p> <p>Resource Development</p> <ul style="list-style-type: none"> • Develop with the geothermal team appropriate and effective strategies for geothermal resource development including geophysical surface exploration, geophysical logging, reservoir modelling and monitoring; <p>Research</p> <ul style="list-style-type: none"> • Develop a strong research based team to facilitate a holistic approach, to assessment, development and utilization of all geothermal resources in EDCL. • Performing surface geophysical exploration in geothermal sites using different geophysical methods • Performing borehole geophysics logging data processing and interpretations • Responsible for identifying and assessing the locations of potential geothermal reservoir • Performing geophysical data processing and interpretation using computer Geo-software and preparing geophysical reports; • Advising engineering on the location of the drilling sites and the depth to the geothermal reservoir • Interact with contractors providing specialist geophysical exploration tools and services to ensure that their outputs are appropriate to meet Contract requirements; • Assist the geothermal team to integrate geophysical exploration results |

into the forecasting of future performance in the civil, mechanical and electricity geothermal units;

Compliance

- Implement all activities and tasks ensuring they are conducted in compliance with environmental consents and within EDCL and government environmental guidelines and procedures;

Project development, Procurement and Contract Management

- Team leader and coordinator for resource identification, assessment, feasibility studies, detailed engineering design and technical specifications
- Technical support to tendering and procurement of both consultants and contractors for geothermal development projects
- Coordinator for the supervision of consultants and contractors to ensure that Geothermal plants are developed to capacity that meets demand and supply and complies with the strategic needs of the country.
- Participate in contract development of the subcontractors as well as oversee their operations to ensure compliance within the set guidelines.
- Develop guidelines and processes that are meant to ensure the quality and maintenance of the developed and established infrastructure
- Build and nature organizational and departmental relationships with financial resources suppliers as well as the subcontractors during the life cycle of the projects

Health & Safety

- Supervise and ensure that good Health Safety and Environment (HSE) is maintained all in line with the organizational policy, national policy and best practices
- Continuously review and ensure capacity building of staff in the unit especially on matters of Health Safety and Environment (HSE)

Customer Service

- Deliver a high, consistent level of customer service to key stakeholders ensuring that there are no surprises and all outputs are meaningful and assist strategic decision making;

Reporting

- Compile monthly reports on geothermal resources, identify

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| | | <p>opportunities for development and suggest strategies to minimise risks;</p> <p><u>Qualification & experience required</u></p> <ul style="list-style-type: none"> • At least a Bachelor's degree in Geology /Geophysics or similar field • A minimum of 2 years of work experience in Geophysical exploration • A relevant Master's Degree is an added advantage • Experience in geophysical geothermal exploration techniques is an added advantage. |
| 4 | Projects Planning Officer | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Develop ongoing project profile of energy projects • Develop Project profile document of (Transmission; Generation and Distribution) • Keep regularly records of projects (Transmission; Generation and Transmission) documents for EDCL • Project Planning Officer is responsible for balancing projects and communicating priorities internally • Develop detailed project Schedule and manage the overall process of carrying out the project • Tracking deadlines. deliverables, resources, and timelines throughout the project process • Upon completion of project, the Project Planning officer compiles and documents project information • Providing the necessary technical data to assess the viability of projects. • Project Planning Officer is responsible to assess the project delivery, completeness, and alignment with stated objectives and goals • Project Planning Officer is responsible to keep all information as archive in one place, so it is accessible to the appropriate team members and senior leaders • Take part in the participatory appraisal of development partners projects and contribute to the required assessments, incl. technical and economic feasibility and risks, following the established and approved criteria. |

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| | | <ul style="list-style-type: none"> • Any other task that can be assigned by his/her supervisors • Prepare progress reports on investments for management information and action <p><u>Qualification & experience required</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree in Electrical engineering with a strong knowledge and relevant experience in Energy sector; • At least 1 year experience in a relevant role for the bachelor degree holder • A Master’s degree in electrical engineering is an added advantage |
| 5 | <p>Project Accountant/Rusu mo HPP</p> | <p><u>Key roles/responsibilities</u></p> <p>Budgeting</p> <ul style="list-style-type: none"> • Working in liaison the Technical Team to ensure that project budgets are prepared and approved in line with the Project plans • Ensure that the Budget is well aligned with the approved procurement plan which draws from the project plan • Provide regular guidance to the operations and technical team on budget performances for their relevant programme activities • Prepare monthly and quarterly reports on budget performance highlighting any adverse variances and proposals for recovery for the review of the Director Finance. <p>Cash Management.</p> <ul style="list-style-type: none"> • Review all payables’ documents for completeness, validity and accuracy before preparing payments for suppliers and services providers • Effective Liaison with the banks to ensure that bank accounts have sufficient liquidity to meet the programme commitments as and when they fall due • Prepare periodic liquidity forecast to ensure that the programme has adequate cash resources to meet all the projects obligations smoothly • Ensure that all transactions are processed in accordance to the Company’s approved procedures and Development Partners’ Guidelines and procedures • Prepare withdraw and replenishment requirements in consultation with the director finance • Ensure that relevant, accurate and complete financial records are being kept to render effective accountability for all processed transactions • Ensure that the accounting system is posted accurately with all transactions being made in the projects • Ensure that all computations and payments regarding statutory compliance like PAYE, WHT, VAT, RSSB etc. are being made accurately and promptly to avoid penalties and related fines • Maintain accurately the Petty Cash float and ensure that expenditures are made for allowed purposes as stipulated in the Financial manual • Prepare monthly bank reconciliation statements and bring any material variances to the attention of the Director Finance for follow up and |

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| | | <p>action</p> <p>Financial Reporting</p> <ul style="list-style-type: none"> • Prepare monthly and quarterly budget and expenditure reports for the Finance Director’s approval • Contribute to the preparation of the Annual Work Plan and Budget for the programme providing all the subsidiary reports, and supporting information as may be required • Contribute to the preparation of the Annual financial Report for audit purpose and other external reporting requirements like to MINECOFIN and Development partners • Ensure that the financial reports meet the applicable Reporting Standards • Support effectively the external and internal audit mission by providing requested information <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • At least a Bachelor’s Degree (A0) in commerce, Accounting, Finance, • At least 3 years of proven relevant experience in a Finance related role • Knowledge of generally accepted accounting and finance control principles • Added advantage: Experience working as project accountant on AfDB and/or World Bank-funded projects • Knowledge of the energy sector is an added advantage |
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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 at the reception of EDCL located at Kigali City Tower Building, 9th Floor not later than **Wednesday 11/03/2020 latest 5:00 P.M.**

NOTE:

1. **Please note that attaching of valid and acceptable proof of experience/work certificates 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. **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 **24/02/2020**

Felix GAKUBA
Managing Director