

### Job Advertisement

The management of Rwanda Energy Group Limited (**REG Ltd**) informs the public that it is recruiting competent, qualified and experienced staff to the following positions:

No	Position	Number Required	Job requirement
1	<b>Compliance Analyst</b>	1	<p><b><u>Job Summary</u></b> The Compliance Analyst will be responsible for developing, directing and managing the strategic legal activities and overseeing the implementation of good governance principles, compliance and providing statutory and legal advice across the entire organization.</p> <p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in law (LLM) with at least 3 years of relevant professional experience in law;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in law (LLB) with at least 5 years of relevant professional experience in law;</li> <li>• Possession of a Diploma in Legal Practice (DLP) or Diploma in Legislative Drafting (DLD);</li> <li>• Possession of professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm is an added advantage;</li> <li>• Possession of any other relevant Legal professional qualification is an added advantage.</li> </ul> <p><b><u>Additional skills</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Rwandan Laws</li> <li>• Analytical and investigative skills</li> <li>• Communication and presentation skills</li> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure</li> <li>• Good interpersonal skills.</li> </ul>
2	<b>Financial Transactions Advisor</b>	1	<p><b><u>Job Summary</u></b> The Financial Transaction Advisor is responsible for strategic advice surrounding corporate finance and strategic alternatives through highly focused industry teams with world class, global execution capabilities.</p>

			<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Finance, Entrepreneurship, Economics, Business Administration accounting with qualification, such as ACCA, CPA or CFA and at least 3 years of experience in a finance or accounting, in large company with vast financial and investment operations;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree (A0) in Finance, Entrepreneurship, Economics, Business Administration accounting with qualification, such as ACCA, CPA or CFA and at least 5 years working experience in a related field, large company with vast financial and investment operations.</li> </ul> <p><b><u>Additional skills</u></b></p> <ul style="list-style-type: none"> <li>• Strong working knowledge of Excel to develop financial models</li> <li>• Efficient use of research databases.</li> <li>• Strong written and verbal communication skills.</li> <li>• Excellent interpersonal and relationship-building skills.</li> <li>• Well-developed verbal and written communications and presentation skills</li> <li>• Strong analytical ability, both financial and qualitative including use of logic</li> <li>• Exceptional attention to detail and organization skills</li> </ul>
3	<b>Internal Audit Specialist</b>	1	<p><b><u>Job Summary</u></b></p> <p>The work includes risk assessment, audit planning, audit program and procedure development, general and application control review, communicating audit results, and following up on corrective measures. The <b>Internal Audit Specialist</b> plays a major role in review of Financial, compliance and value for money in REG/EDCL/EUCL.</p> <p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in finance, accounting, Pursuing professional qualification, such as ACCA, CPA or CFA; and; Proven working experience of at least 2 years in their respective field in large operation company with vast financial and investment operations</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree (A0) in finance, accounting, Auditing, Pursuing professional qualification, such as ACCA, CPA or CFA; and; Proven working experience of at least 3 years in their respective field in large operation</li> </ul>

			<p>company with vast financial and investment operations.</p> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level</li> <li>• IT – use of specialised software</li> <li>• Advanced people skills – leading a large department</li> <li>• Process management – required to develop financial systems and procedures</li> <li>• Project management – develop project plans, coordinate projects, completes projects on time</li> <li>• Analytical skills</li> </ul>
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**Required Documents for application:**

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degrees;
4. A photocopy of the Identity card/Passport;
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 applications addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: [regrecruitment@reg.rw](mailto:regrecruitment@reg.rw) not later than **15/07/2024** at **05:00 PM**. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for these positions, please visit our website on [www.reg.rw](http://www.reg.rw)

**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, on ...<sup>08</sup> / ...<sup>07</sup> ./2024



**Armand ZINGIRO**  
Chief Executive Officer

## 1. Terms of reference for Compliance Analyst

JOB DETAILS	
<b>Job Title:</b> Compliance Analyst	<b>Supervisor Title:</b> Company Secretary
<b>Department:</b> Company Secretariate	<b>Unit:</b> -
<b>Current Level:</b> Manager	<b>Supervises:</b> REG/EUCL/EDCL
<b>Job summary: Description of the purpose of the job</b>	

The Compliance Analyst will be responsible for developing, directing and managing the strategic legal activities and overseeing the implementation of good governance principles, compliance and providing statutory and legal advice across the entire organization.

### KEY RESPONSIBILITIES:

#### Regulatory and compliance Management

- Keep up to date with, and understand, relevant laws and regulations
- Develop legal policies, process and procedures in line with the Rwandan legal system and the strategic objectives of Rwanda Energy Group
- Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders
- Take the lead in the development and reviewing of various policies for Rwanda Energy Group
- Monitor Compliance of Laws, Regulations and internal policies and procedures as well as other statutory documents across the group
- Maintains rapport with regulatory personnel by arranging continuing contacts; resolving concerns
- Maintains quality service by establishing and enforcing organization standards
- Evaluating internal operational and procedural compliance
- Analyzing and updating existing compliance policies and related documentation
- Communicating compliance policies and guidelines to Management and designated departments
- Review, inspect and report on various operations undertaken by branches and departments within the Group to ensure that these are in compliance with established policies and procedures
- Carry out head office and branches compliance onsite, self-assessment and off-site assessments review to ensure that controls are working, and policies and procedures are well known to the staff
- Ensure that your findings are recorded and followed up with management so that issues can be rectified
- Educate employees on not only the regulations, policies and procedures but also the impact to the bank if these are not complied with
- Collaborate with other departments to create a culture of compliance

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- Compiling an inventory of existing policies and procedures
  - Ensure Board papers are compliant and follow up the implementation of Board resolutions

### **Advisory Services**

- Provide guidance on legal and governance issues or matters that may arise for the Organization's compliance with the relevant legislation and best practice
- Assist in the provision of legal support to all other departments in the organisation
- Keep other departments abreast of requirements by researching regulatory and filing information; writing and communicating guidelines
- Ensure timely, efficient reporting of suspicious transactions

### **Educational Requirements:**

- Master's degree in law (LLM) with at least 3 years of relevant professional experience in law;  
OR
- Bachelor's degree in law (LLB) with at least 5 years of relevant professional experience in law;
- Possession of a Diploma in Legal Practice (DLP) or Diploma in Legislative Drafting (DLD);
- Possession of professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm is an added advantage;
- Possession of any other relevant Legal professional qualification is an added advantage

### **Additional skills:**

- Good knowledge of Rwandan Laws
- Analytical and investigative skills
- Communication and presentation skills
- High standards of professionalism and integrity
- Result and team oriented
- Ability to work under pressure
- Good interpersonal skills.

## 2. Terms of reference for Financial Transactions Advisor

JOB DETAILS	
<b>Job Title:</b> Financial Transactions Advisor	<b>Supervisor Title:</b> Head of Transactions
<b>Department:</b> Company Secretariate	<b>Unit:</b> -
<b>Current Level:</b> Manager	
<b>Job summary: Description of the purpose of the job</b>	

The Financial Transaction Advisor is responsible for strategic advice surrounding corporate finance and strategic alternatives through highly focused industry teams with world class, global execution capabilities.

### KEY RESPONSIBILITIES:

#### Strategic Management

- Advise the company and its subsidiaries regarding strategic and corporate finance alternatives.
- Prepare financial models.
- Prepare compelling presentations to stakeholders
- Contact with potential, financial institutions, and clients.
- Supervise, coach and mentor Analysts.
- Contribute to and coordinate the development of the group's investment plans to ensure synergy and efficiency in strategy and advise on key financial implications.
- Ensure that the group's investment and debt portfolio is balanced and sustainable. Monitor the performance of investments and prepare periodic investment performance reports.
- Participate in strategic and investment planning as an integral member of the leadership team.
- Ensure that the strategic plan is consistent with government policy for the sector
- Provide recommendations on operational and strategic issues based on financial analysis and projections.
- Assist in the continual improvement of accounting and administrative operational systems, processes and policies.
- Support the Management with advices on finance functions in providing guidance for business plans in line with the REG's established strategic objectives and monitor to ensure timely and effective implementation.
- Risk management and compliance
- Establish procedures and ensure their implementation to keep the group's internal control system effective in keeping risk at minimum.
- Monitor risk management policies and procedures to ensure that REG's financial risks are minimized

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- Ensure that the risk management arrangements chosen by the group are efficient and effective on an ongoing basis.
  - Coordinate with the subsidiary finance directors to ensure well planned and facilitated annual financial audits.
  - Ensure that all audit recommendations are being implemented in a timely manner to achieve unqualified reports on a consistent basis
  - Ensure that a clear action plan and procedures are in place and being followed judiciously to enable REG financial reporting full compliance with recognised standards
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#### **Educational Requirements:**

- Master's degree in Finance, Entrepreneurship, Economics, Business Administration accounting with a qualification, such as ACCA, CPA or CFA; and at least 3 years of experience in a finance or accounting, 2 of which should be at a utility or large electric energy operation company with vast financial and investment operations

Or

- Bachelor's degree (A0) in Finance, Entrepreneurship, Economics, Business Administration accounting with a qualification, such as ACCA, CPA or CFA with at least 5 years working experience in a related field, 3 of which should be at a utility or large electric energy operation or company with vast financial and investment operations

#### **Additional skills:**

- Strong working knowledge of Excel to develop financial models
- Efficient use of research databases.
- Strong written and verbal communication skills.
- Excellent interpersonal and relationship-building skills.
- Well-developed verbal and written communications and presentation skills
- Strong analytical ability, both financial and qualitative including use of logic
- Exceptional attention to detail and organization skills

### 3. Terms of reference for Internal Audit Specialist

JOB DETAILS	
<b>Job Title:</b> Internal Audit Specialist	<b>Supervisor Title:</b> Internal Audit Manager
<b>Department:</b> Chief Internal Auditor	<b>Unit:</b> -
<b>Current Level:</b> Specialist	

#### Job summary: Description of the purpose of the job

The work includes risk assessment, audit planning, audit program and procedure development, general and application control review, communicating audit results, and following up on corrective measures. The **Internal Audit Specialist** plays a major role in review of Financial, compliance and value for money in REG/EDCL/EUCL.

#### KEY RESPONSIBILITIES:

- Under the supervision of the audit Manager, prepare audit plans detailing the scope, nature and timing of audit activities as agreed with the Chief Internal Auditor
- Carrying out the agreed audit activities in line with appropriate professional standards.
- Provide feedback on the adequacy, effectiveness, and efficiency of the internal controls, risk management and Governance in the organization!
- Providing assurances, opinions and making recommendations to improve processes and systems where appropriate.
- Evaluate the adequacy and effectiveness of controls of governance, operations and information systems.
- Communicate audit findings and recommendations to managers, directors and Management for review and further discussion.
- Provide feedback on the adequacy, effectiveness, and efficiency of the internal controls in the organization.
- Obtain, analyze, and evaluate documentation, previous reports, data, and flowcharts to identify loopholes and recommend risk aversion measures and cost savings.
- Conduct follow up audits and monitor management's intervention.
- Issue reports that reflect audit findings intended for submission to supervisors, process owners, and management
- Following up recommendations made to evaluate actions taken.

#### Educational Requirements:

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- Master's degree in finance, accounting, Pursuing professional qualification, such as ACCA, CPA or CFA; and; Proven working experience of at least 2 years in their respective field in large operation company with vast financial and investment operations

Or

- Bachelor's degree (A0) in finance, accounting, Auditing, Pursuing professional qualification, such as ACCA, CPA or CFA; and Proven working experience of at least 3 years in their respective field in large operation company with vast financial and investment operations.

#### **Additional skills:**

- Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level
- IT – use of specialised software
- Advanced people skills – leading a large department
- Process management – required to develop financial systems and procedures
- Project management – develop project plans, coordinate projects, completes projects on time
- Analytical skills