

### 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  | Risk Manager |                 | <ul style="list-style-type: none"> <li>Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 3 years in Risk management field,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 5 years in Risk management field.</li> </ul> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>Good Organizational skills</li> <li>Good Communication skills</li> <li>Problem solving skills</li> <li>Interpersonal skills</li> <li>Team player</li> <li>Good analytical skills Thorough understanding of the business or organization's goals and values</li> <li>Computer, data entry and MS Office skills</li> <li>Excellent communication skills, both written and spoken</li> <li>Ability to handle private, sensitive, confidential information appropriately</li> <li>Knowledge of risk assessment and control</li> <li>Solid research skills using the internet and first-person interviews</li> <li>Experience working with insurance policies</li> </ul> |

#### 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;

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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 ....11../.11../2021 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 29/10/2021**

Ron Weiss



**Ron WEISS**  
Chief Executive Officer

## 1. Terms of reference for Risk Manager

| JOB DETAILS                                 |   |
|---|---|
| <b>Job Title:</b> Risk Manager              | <b>Supervisor Title:</b> Group Strategic Planning Director  |
| <b>Department:</b> Group Strategic Planning | <b>Unit:</b> -  |
| <b>Current Level:</b> Manager               | <b>Supervises:</b> PROJECT MANAGERS, PROJECT IMPLEMENTATION UNIT, QA SPECIALISTS, FINANCE SPECIALISTS |

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

The Risk Manager is responsible for communicating risk policies and processes for the company by providing hands-on development of risk models involving operational risk, market, assure controls are operating effectively, and provide research and analytical support.

### KEY RESPONSIBILITIES:

#### Technical Delivery

- Partners with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
- Identifies potential risk exposures, recommends solutions, implements approved programs, promotes loss prevention, and updates and monitors compliance.
- Designing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur,
- Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company;
- Performing a risk evaluation by evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Identify financial, safety or security risks that the client company or organization may face
- Manage company insurance policies
- Perform risk evaluation, which assesses the way the company previously handled risks
- Make risk-avoiding adjustments to current methods of operation in order to minimize their future risks
- Evaluate employees' risk awareness and train them when necessary
- Explaining the external risk posed by corporate governance to stakeholders
- Creating business continuity plans to limit risks;
- Conducting policy and compliance audits, which will include liaising with internal and external auditors;
- Maintaining records of insurance policies and claims;
- Reviewing any new major contracts or internal business proposals;

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- Building risk awareness amongst staff by providing support and training within the company.
  - Implementing health and safety measures, and purchasing insurance;

### **Safety Operations**

- Ensure no harm to REG staff, customers, wider public and equipment as a result of generation, transmission and distribution of electricity,
- Contribute towards developing and Maintaining REG Electrical Safety Policy, Procedures and Systems;
- Ensure compliance with the REG Electrical Safety Policy, Procedures and Systems;
- Actively communicate and create awareness of REG Electrical Safety Policy, Procedures and Systems across the staff, customers and the general Rwanda Public;
- Ensure All Staff are fully capable to execute their duties in compliance with the REG Electrical Safety Policy, Procedures and Systems.
- Ensure compliance with the reporting, record keeping and review of safety related activities and incidents.

### **Educational Requirements:**

- Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 3 years in Risk management field,  
OR
- Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 5 years in Risk management field

### **Additional skills:**

- Good Organizational skills
- Good Communication skills
- Problem solving skills
- Interpersonal skills
- Team player
- Good analytical skills Thorough understanding of the business or organization's goals and values
- Computer, data entry and MS Office skills
- Excellent communication skills, both written and spoken
- Ability to handle private, sensitive, confidential information appropriately
- Knowledge of risk assessment and control
- Solid research skills using the internet and first-person interviews
- Experience working with insurance policies