

### 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 position:

No	Position	Number Required	Job requirement
1	Security Coordinator	1	<ul style="list-style-type: none"> <li>• Bachelor's degree in Administration, Information Management, Business Management, Mathematics, Law, Social Sciences; Electrical Engineering; a certified Security Management Professional or any other relevant qualification.</li> <li>• At Least 7 years of Proven experience in Military, Police, Investigation Organs or Security Services.</li> <li>• Relevant experience of at least 5 years in security Management in any Public or private Organ is an added value.</li> </ul> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of investigation techniques and tactics</li> <li>• Good written and oral communications skills</li> <li>• Strong interpersonal skills and attention to details</li> <li>• Strong analytical skills</li> <li>• Ability to multi task and complete simultaneous tasks within compressed timeframes</li> <li>• Proven ability to develop and implement security plans</li> <li>• Team Player</li> <li>• Leadership skills</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;
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 **.....7..../...2.../2022 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 25/01/2022**

Ron Weiss



**Ron WEISS**  
Chief Executive Officer

## 1. Terms of reference for Security Coordinator

### JOB DETAILS

<b>Job Title:</b> Security Coordinator	<b>Supervisor Title:</b> CEO
<b>Department:</b>	<b>Unit:</b> Security Coordination
<b>Current Level:</b> Head	

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

The Security Coordinator is responsible for the Management of security of REG and subsidiaries' personnel and properties.

### KEY RESPONSIBILITIES:

- Develop and Implement security policies protocols and procedures for the entire REG staff, premises and infrastructure installations.
- Investigate and resolve security issues
- Create regular reports and briefing for management on security status of the Company
- Analyze and manage security data to form proposals for improvements
- Plan and coordinate security operations for specific events
- Coordinate security personnel activities provided by local contractors or security organs
- Conducting security threats analysis and evaluations
- Train staff in the Company on security rules and procedures

### Educational Requirements:

- Bachelor's degree in Administration, Information Management, Business Management, Mathematics, Law, Social Sciences; Electrical Engineering; a certified Security Management Professional or any other relevant qualification.
- At Least 7 years of Proven experience in Military, Police, Investigation Organs or Security Services
- Relevant experience of at least 5 years in security Management in any Public or private Organ is an added value

### Additional skills:

- Extensive knowledge of investigation techniques and tactics
- Good written and oral communications skills
- Strong interpersonal skills and attention to details
- Strong analytical skills
- Ability to multi task and complete simultaneous tasks within compressed timeframes
- Proven ability to develop and implement security plans
- Team Player
- Leadership skills