

### 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>Security Operations Specialist</b> | 2               | <ul style="list-style-type: none"> <li>• Bachelor's degree (AO) in Administration, Business Management, Information Management, mathematics, Law, Social Sciences, or a certified Security Management Professional.</li> <li>• At Least 7 years of Proven experience in Military, Police, Investigation Organs or Security Services, preferably 3 years in Security Management in any Public or private Organ.</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 multitask and complete simultaneous tasks within compressed timeframes</li> <li>• Proven ability to develop and implement security plans</li> <li>• Team Player 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 **..AA.../..AA../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 9/11/2021

For  

**Ron WEISS**  
Chief Executive Officer



## 1. Terms of reference for Security Operation Specialist

### JOB DETAILS

|  |   |
|--|---|
| <b>Job Title:</b> Security Operation Specialist    | <b>Supervisor Title:</b> Security Coordinator |
| <b>Department:</b> Security Operation Coordination | <b>Unit:</b> -                                |
| <b>Current Level:</b> Specialist                   | <b>Supervises:</b> Security Coordinator       |

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

The Security Operations Specialist is responsible for ensuring the maintenance of security of REG and subsidiaries' personnel and properties.

### KEY RESPONSIBILITIES:

- Implement security policies protocols and procedures for the entire REG staff, premises and infrastructure installations.
- Assess threats, vulnerabilities, and risks of subsidiaries' infrastructure/assets and report to superior for implementation.
- Investigate and resolve security issues
- Assist in create regular reports and briefing for management on security status of the Company
- Analyse and manage security data to form proposals for improvements
- Plan and coordinate security operations for specific events
- Assist in coordinating of security personnel activities provided by local contractors or security organs
- Sensitize staff in the Company on security rules and procedures

### Educational Requirements:

- Bachelor's degree (AO) in Administration, Business Management, Information Management, mathematics, Law, Social Sciences, or a certified Security Management Professional.
- At Least 7 years of Proven experience in Military, Police, Investigation Organs or Security Services
- Relevant experience of at least 3 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