

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	Company Secretary	1	<ul style="list-style-type: none"> • Master's degree in Law • Possession of a relevant Legal profession qualification is an added advantage • At least five (5) years of experience in company legal services and transactions related role, three (3) of which should be at managerial level. <p>Additional skills</p> <ul style="list-style-type: none"> • Skills on Independent Power Producers (IPPs) • Strong administrative skills and an aptitude for using IT software • Commercial awareness • Meticulous attention to detail • Interpersonal skills • Influencing skills • Excellent organization and time management • The ability to take the initiative • A flexible and practical approach to work • Discretion and diplomacy

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 not later than/12/2021 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

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 16/12/2021

Ron Weiss



Ron WEISS
Chief Executive Officer

1. Terms of reference for Company Security

JOB DETAILS	
Job Title: Company Secretary	Supervisor Title: CEO
Department: Company Secretariat	Unit: -
Current Level: Director	

Job summary: Description of the purpose of the job

Company secretaries provide guidance to the BOD about corporate governance and ensuring that the company complies with legal and regulatory requirements to ensure that the company's business activities comply with the legal provisions

KEY RESPONSIBILITIES:

Technical Delivery

- Ensure the legality of all important transactions, advise the company on its legal rights and duties;
- Advise BOD members on their responsibilities and powers;
- Inform BOD Members about all the necessary regulations or those which may affect the meetings of shareholders and of the Board of Directors, reports thereof and submission of all company documents required by the law to relevant organs as well as consequences due to the failure to comply with such regulations;
- Organize, prepare agenda for Board meetings and annual general meetings;
- Ensure that minutes of the meetings of shareholders or the Board of Directors are well prepared and that registers provided for by the incorporation documents are accurately kept;
- Ensure that annual balance sheet and other required documents are submitted to the Registrar General as provided for by this Law;
- Ensure that copies of annual balance sheet and activity reports are transmitted to relevant destinations in accordance with the Law and to any person as provided by the Law;
- Perform such other duties as may be assigned by the Board of Directors;
- Maintains a register of beneficial owners at the registered office of the company;
- Provide advice on labor relations, employee contracts and all different contracts.

Strategic Management

- Providing legal, financial and/or strategic advice during and outside of meetings
- Keep updating Board Members and members of the senior Management team on corporate governance matters

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- Keeping up to date with any regulatory or statutory changes and policies that might affect the organization
 - Ensuring that policies are up to date and are approved
 - Providing support to the Board or other Committees on specific projects
 - Implementing processes or systems to help ensure good management of the organization or compliance with legislation
 - Deal with correspondence, collate information and write reports, communicate decisions to relevant company stakeholders
 - Monitor changes in relevant legislation and the regulatory environment and take appropriate action
 - Liaise with external regulators and advisers, such as lawyers and auditors
 - Develop and oversee the systems that ensure the company complies with all applicable Policies and procedures, in addition to its legal and statutory requirements
 - Enter into contractual agreements with suppliers and customers

Leadership & people management

- Lead the legal and transactions team; supervise and manage staff performance and development 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 approved business strategy and plan
- Work with HR to develop an effective capacity building and mentorship scheme for the legal and transactions function across REG to optimize internal and external opportunities

Educational Requirements:

- Master's degree in Law
- Possession of a relevant Legal profession qualification is an added advantage
- At least Five (5) years of experience in company legal services and transactions related role, three (3) of which should be at managerial level

Additional skills:

- Experience with Power Purchase/ Power Sales agreements
- Strong administrative skills and an aptitude for using IT software
- Commercial awareness
- Meticulous attention to detail
- Interpersonal skills
- Influencing skills
- Excellent organization and time management
- Ability to work independently with little direction
- Ability to use independent judgement and critical thinking
- A flexible and practical approach to work
- Discretion and diplomacy