

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	Head of Transactions	1	<p><u>Job Summary:</u> The Head of Transactions will be responsible for developing, directing, and managing the strategic legal activities and overseeing the implementation of good governance principles and providing statutory and legal advice across the company.</p> <p><u>Educational Requirements & Experience/Qualifications:</u></p> <ul style="list-style-type: none"> • Master's degree in Finance, Business Administration, Public Administration, Law, Economics, accounting, and/or a professional qualification, such as ACCA, CPA or CFA; with at least 5 years of relevant working experience 3 of which should be at a senior management level in a utility or large electric energy operation or company with vast financial and investment operations <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree Finance, Business Administration, Public Administration, Law, Economics, accounting and/or A relevant professional qualification, such as ACCA, CPA or CFA; with at least 7 years working experience in a related field, 5 of which should be at a senior management level in a utility or large electric energy operation or company with vast financial and investment operations. <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> • Strong administrative skills and an aptitude for using IT software • Commercial awareness • Meticulous attention to detail • Interpersonal skills • Influencing skills • Excellent organisation and time management • The ability to take the initiative • A flexible and practical approach to work • Discretion and diplomacy
2	Financial Transactions Advisor	1	<p><u>Job Summary:</u> 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><u>Educational Requirements & Experience/Qualifications:</u></p>

		<ul style="list-style-type: none"> • Master’s degree in Finance, Entrepreneurship, Economics, Business Administration accounting, and/or a relevant professional qualification, such as ACCA, CPA or CFA with 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 Finance, Entrepreneurship, Economics, Business Administration accounting and/or a relevant professional 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; <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> • 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	Technical Transactions Advisor	<p><u>Job Summary:</u> The Technical Transaction Advisor is responsible for strategic advice surrounding corporate technical and strategic alternatives through highly focused industry teams with world class, global execution capabilities</p> <p><u>Educational Requirements & Experience/Qualifications:</u></p> <ul style="list-style-type: none"> • At least a Bachelors’ Degree in Mechanical, Electrical, Electromechanical Engineering or a relevant Energy related field with at least five (5) years of proven relevant experience in the Energy Sector <p>OR</p> <ul style="list-style-type: none"> • A Master’s degree in Mechanical, Electrical, Electromechanical Engineering or a relevant Energy related field with at least three (3) years of proven relevant experience in the Energy Sector • Having served in a Managerial position in the Energy Sector is an added advantage <p><u>Additional skills:</u></p> <ul style="list-style-type: none"> • Analytical and result oriented skills • Good communication skills • Ability to work under pressure • Good interpersonal skills

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| | | | <ul style="list-style-type: none">• Good team player |
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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 in one folder addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: regrecruitment@reg.rw not later than **13/Aug/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 **01/Aug/2021**

Ron Weiss



Ron WEISS
Chief Executive Officer

1. Terms of reference for Head of Transactions

JOB DETAILS	
Job Title: Head of Transactions	Supervisor Title: Corporate Secretary
Department: - Company Secretary	Unit: -
Current Level: Head	

Job summary:

The Head of Transactions will be responsible for developing, directing and managing the strategic legal activities and overseeing the implementation of good governance principles and providing statutory and legal advice across the company.

Key responsibilities

- Lead in the drafting and negotiation of contracts to include contract negotiation in coordination with the Electric Utility legal services.
- Develop strategies to execute contract documents involved, evaluate disputes arising there from or otherwise advising on appropriate solutions in the Organization's best interest.
- Provide technical analysis and develop recommendations with respect to legal aspects of investment proposals
- Conduct or lead negotiations of investments on behalf of REG and coordination of negotiations with stakeholders.
- Support in the overall negotiation process of all power projects across all sub sectors
- Work alongside senior Managers team members to manage stakeholder's expectations
- Work closely with stakeholders by building on and develop internal and external networks through personal contacts
- Recommend actions to achieve anticipated earnings/cash flow improvements
- Analyze financial and operational results of target companies using accounting information and interviews with management
- Drive to engage in business development
- Liaise with internal/external stakeholders to provide exception management reconciliation/reporting
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Provide leadership to financial and technical transactions areas of the Company
- Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to executive and operational management to improve results.
- Develop and Maintain records of all transactions including negotiations and MoU.

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- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
 - Assist in the management of grants reporting, compliance, and reconciliation.

Educational Requirements & Experience/Qualifications:

- Master's degree in Finance, Business Administration, Public Administration, Law, Economics, accounting or relevant field and/or a relevant professional qualification, such as ACCA, CPA or CFA; and;
- At least 5 years of relevant working experience 3 of which should be at a senior management level in a utility or large electric energy operation or company with vast financial and investment operations

OR

- Bachelor's degree in Finance, Business Administration, Public Administration, Law, Economics, accounting or a relevant field and/or A relevant professional qualification, such as ACCA, CPA or CFA;
- At least 7 years working experience in a related field, 5 of which should be at a senior management level in a utility or large electric energy operation or company with vast financial and investment operations

Additional skills:

- Strong administrative skills and an aptitude for using IT software
- Commercial awareness
- Meticulous attention to detail
- Interpersonal skills
- Influencing skills
- Excellent organisation and time management
- The ability to take the initiative
- A flexible and practical approach to work
- Discretion and diplomacy.

2. Terms of reference for Financial Transactions Advisor

JOB DETAILS	
Job Title: Financial Transactions Advisor	Supervisor/Manager Title: Corporate Secretary
Department: - Company Secretary	Unit: -
Current Level: Manager	

Job summary: Description of the purpose of the job

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 recognized standards

Educational Requirements & Related Job Experience/Qualifications:

- Master's degree in Finance, Entrepreneurship, Economics, Business Administration accounting or relevant field. A relevant professional 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 a relevant field and.
- A relevant professional qualification, such as ACCA, CPA or CFA;
- 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: In addition to the experience and educational requirements listed above

- 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 Technical Transactions Advisor

JOB DETAILS	
Job Title: Technical Transactions Advisor	Supervisor/Manager Title: Corporate Secretary
Department: - Company Secretary	Unit: -
Current Level: Manager	

Job summary:

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

Key responsibilities

- Act as lead technical adviser on policy energy issues, contributing to the identification of issues for research and policy development and providing inputs to strategic documents and processes;
- Support planning and programming on energy issues;
- Provide technical guidance for project activities related to energy including energy efficiency;
- Identify and analyze pertinent energy development, challenges and opportunities;
- Undertake analysis of energy sector and policies with attention to global, regional and national trends
- Explore the potential for private sector partnerships on energy and opportunities to link private financing (including impact investments) with local entrepreneurs; and
- Provide strategic advice on and mobilize resources required to implement programmes and projects;
- Recommend energy efficiency improvements methods
- Produce market strategies for reaching out to new businesses related to energy efficiency.

Educational Requirements & Related Job Experience/Qualifications:

- At least a Bachelors' Degree (A0) in Mechanical, Electrical, Electromechanical Engineering or a relevant Energy related field with at least five (5) years of proven relevant experience in the Energy Sector
- OR
- A Master's degree in Mechanical, Electrical, Electromechanical Engineering or a relevant Energy related field with at least three (3) years of proven relevant experience in the Energy Sector
- Having served in a Managerial position in the Energy Sector is an added advantage

Additional skills:

- Analytical and result oriented skills
- Good communication skills
- Ability to work under pressure
- Good interpersonal skills
- Good team player