

19 APR 2021

Kigali,.....
 Ref:11.07.023/.....521...../21/MD-EDCL/ FG/RJG/ar

JOB ADVERTISEMENT

The Management of Energy Development Corporation Limited (EDCL) would like to inform the public that it is recruiting qualified and experienced staff on the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Monitoring and Evaluation Specialist	<p>Strategic responsibility</p> <ul style="list-style-type: none"> • Set up M&E systems for the design, planning, management and monitoring of projects / programmes within identified priority areas and assists EARP/EDCL in the implementation of these systems. • Contribute to the development and implementation of performance monitoring and evaluation strategies. • Identify strengths and weaknesses in existing data collection and management systems and propose solutions. • Define and implement the key project performance indicators (KPIs) as well as monitor them throughout the duration of the projects. • Formulation of M&E recommendations for improving implementation performance and the design of programmes and projects. • Review of the implementation of M&E systems within EARP/EDCL. • Collect, compile and analyze data from reports submitted by projects managers and prepare consolidated progress reports. • Review M&E findings and best practices and disseminate information to stakeholders to facilitate evidence-based planning, learning and informed decision-making. • Design capacity building initiatives, such as workshops and training programmes for EARP/EDCL, to facilitate a culture of results-based management. • Undertakes research on best practices and trends in M&E to keep up to date of modern best practices and makes recommendations for their inclusion in current and future projects, programmes and policies. • Ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner. • Review and analyze weekly reports from project managers to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

		<ul style="list-style-type: none"> • Support project/program staff on ways to properly document, organize and capture project/program progress. • Perform regular field visits to ensure the quality of data collected and to verify the accuracy of reported data. • Support and participate in program and project evaluations • Coordinate the preparation of Annual Work Plans and budgets and ensuring alignment with program strategy, agreement on annual targets and inclusion of M&E activities in the work plan. • Prepare detailed M&E budget • Perform related work as may be required. <p><u>Qualifications and experience</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Economics, Social Sciences, Project Management, Public Administration, Planning, M&E and/or any other relevant qualification with at least five (5) years of experience in M&E role preferably in Projects <p>or</p> <p>A Master's Degree in any of the above field or any other relevant qualification with at least three (3) years of experience in M&E role preferably in Projects.</p>
2.	District Project Coordinator/GEF	<p><u>Key roles/responsibilities</u></p> <p>The primary duties of the District Project Coordinator will include:</p> <ul style="list-style-type: none"> • Supervise and coordinate the production of project outputs to the required standard of quality and within the specified constraints of time and cost as planned • Supervise, guide and coordinate the work of consultants and activity project contractors • In close liaison with the Project Focal Point Person, prepare and revise project work and financial plans • Liaise with relevant government agencies, and all implementing partners for effective coordination of all project activities • Coordinate activities closely with other climate change projects executed in the district. Oversee the exchange and sharing of experiences and lessons learned with these and other relevant conservation and sustainable development projects nationally and internationally • Carry out regular, announced and unannounced inspections of all sites and activities • Assist in the identification and implementation of adaptation practices for testing and replication, building on local/indigenous knowledge and innovations and recent research findings, in close collaboration with the local authorities • Ensure that equipment, technical assistance and services are provided to beneficiaries efficiently and with timely action

		<ul style="list-style-type: none"> • In close collaboration with the local authorities, organize training activities at all levels and in accordance with the project work plan • Oversee and ensure timely submission of the project quarterly reports and other reports as may be required by EDCL and other oversight agencies • Disseminate project reports and respond to queries from stakeholders • Report progress of project to the EDCL, and ensure the fulfilment of EDCL directives <p><u>Qualifications and experience</u></p> <ul style="list-style-type: none"> • A university degree in Environmental Management, Climate Change, Agronomy or any other related field; a post-graduate degree is preferred • At least 5 years of experience in natural resource planning and management
--	--	--

MODE OF APPLICATION

Duly signed application letters addressed to the Managing Director of Energy Development Corporation Limited (EDCL) together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to edclrecruitment@edcl.reg.rw not later than 19/06/2021 latest 3: P.M.

Note:

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job applications to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a MUST for pre-selection.
2. Your job application and its attachments MUST be scanned as ONE single pdf document for easy download & analysis of applications
3. ONLY online applications will be received on the mentioned above email. No hardcopy applications will be received.
4. REG is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage female candidates to apply. Special consideration will be given to qualified female candidates

Done at Kigali on 19/04/2021

Felix GAKUBA
Managing Director

