

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	IT Systems Audit Manager		<ul style="list-style-type: none"> • Master's degree in Finance, Accounting, Auditing, IT, or relevant field • A relevant professional qualification, such as ACCA, CPA or CFA; Certified Information Systems Auditor (CISA) and; • At least 3 years of experience in a Finance or Accounting, Audit, IT Systems auditing <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree (A0) in Finance, Accounting, Auditing, IT a relevant field and. • A relevant professional qualification, such as ACCA, CPA or CFA Certified Information Systems Auditor (CISA); • At least 5 years working experience in a related field <p>Additional skills</p> <ul style="list-style-type: none"> • Knowledge of current technological developments/trends in area of expertise. • Knowledge of auditing concepts and principles. • Ability to gather data, compile information, and prepare reports. • Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards. • Ability to review system backup, disaster recovery and maintenance procedures. • Ability to communicate with and understand the requirements of professional staff in area of specialty. • Ability to create, compose, and edit written materials. • Knowledge of software requirements for the auditing of computing systems and procedures. • Knowledge of computer systems development and programming. • Knowledge of general accounting principles. • Knowledge of public auditing policies, standards, and procedures. • Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer systems

2	Compliance Analyst	1	<ul style="list-style-type: none"> • A Master’s degree in law. (LLM) • At least 3 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm <p>OR</p> <ul style="list-style-type: none"> • Bachelor’s degree in law. (LLB) • At least 5 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm <p>Additional skills</p> <ul style="list-style-type: none"> • Good knowledge of Rwandan Laws • Analytical and investigative skills • Communication and presentation skills • High standards of professionalism and integrity • Result and team oriented • Ability to work under pressure • Good interpersonal skills.
3	Financial Transactions Advisor	1	<ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • 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 <p>Additional skills</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.

			<ul style="list-style-type: none"> • 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
4	Security Operations Specialist	2	<ul style="list-style-type: none"> • 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. <p>Additional skills</p> <ul style="list-style-type: none"> • 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 multitask and complete simultaneous tasks within compressed timeframes. • Proven ability to develop and implement security plans. • Team Player Leadership skills
5	Corporate Planning Specialist	1	<ul style="list-style-type: none"> • Master's degree in planning, Project Management, Economics, applied statistics, Engineering, Finance or other related academic background with a relevant experience of 1 years Planning field, program design Financial or budget management. <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in planning, Project Management, Economics, applied statistics, engineering, or finance with a relevant experience of 3 years in planning field, program design, financial or budget management.

			<p>Additional skills</p> <ul style="list-style-type: none"> • Knowledge of the electricity systems product and a good understanding on power Generation, Transmission and Distribution • Financial modeling of the planning issues • Good Organizational skills • Good Communication skills • Problem solving skills. • Interpersonal skills • Team player • Good analytical skills
6	Risk Management Specialist	1	<ul style="list-style-type: none"> • Master's degree in risk management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of one (1) year in Risk management field, <p>OR</p> <ul style="list-style-type: none"> • Master's degree in risk management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law, or other related academic background with a relevant experience of 3 years in Risk management field. <p>Additional skills</p> <ul style="list-style-type: none"> • Thorough understanding of the business or organization's goals and values. • Excellent communication skills, both written and Spoken. • Ability to handle private, sensitive, confidential information appropriately. • Knowledge of risk assessment and control • Solid research skills using the internet and first-person interviews. • Experience working with insurance policies • Good Organizational skills • Good Communication skills • Problem solving skills. • Interpersonal skills • Team player

7	Internal Audit - Engineer	1	<ul style="list-style-type: none"> • Good analytical skills • Bachelor's degree in civil engineering from a recognized university. • Certificate(s) in the civil engineering industry • Proven working Experience of at least 3 years in their Respective Field <p>Additional skills</p> <ul style="list-style-type: none"> • Skills and experience in construction and construction projects supervision • Extensive Knowledge in Infrastructure Property Management • Demonstrated knowledge in the Use of current software in the construction industry. • Building Inspection skills • Land Administration skills • Organizational Skills. • Communication Skills. • Judgment & Decision-Making Skills. • Time management Skills. • Team working Skills. • Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.
8	IT Systems Audit Specialist	1	<ul style="list-style-type: none"> • Bachelor's degree in information technology, information system, Computer engineering, computer science, electrical and electronics engineering, or relevant field • At least 3 years of experience in database administration, systems operation, IT, IT audit/ Systems auditing • Willing to pursue IT professional courses such as CISA, CISM, CIRISK or related courses. • Understanding of IT Governance and IT Risk Management <p>Additional skills</p> <ul style="list-style-type: none"> • Knowledge of current technological developments/trends in area of expertise. • Knowledge of auditing concepts and principles. • Ability to gather data, compile information, and prepare reports. • Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.

			<ul style="list-style-type: none"> • Ability to review system backup, disaster recovery and maintenance procedures. • Ability to communicate with and understand the requirements of professional staff in area of specialty. • Ability to create, compose, and edit written materials. • Knowledge of software requirements for the auditing of computing systems and procedures. • Knowledge of computer systems development and programming. • Knowledge of general accounting principles. • Knowledge of public auditing policies, standards, and procedures. • Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer system
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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 addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: regrecruitment@reg.rw not later than **.21...../...07/2023** 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 ...12..../.07../2023

Ron Weiss



Ron WEISS
Chief Executive Officer

1. Terms of reference for IT Systems Audit Manager

JOB DETAILS	
Job Title: IT Systems Audit Manager	Supervisor Title: Chief Internal Audit
Department: Audit	Unit: -
Current Level: Manager	Supervises: REG/EUCL/EDCL

Job summary: Description of the purpose of the job

The IT Systems Audit Manager is responsible for performing detailed evaluation and internal control and audit reviews of computer information systems.

KEY RESPONSIBILITIES:

- Prepare audit plans detailing the scope, nature and timing of audit activities as agreed with the Chief Internal Auditor
- Evaluate the adequacy and effectiveness of controls of governance, operations and information systems;
- Perform risk assessments on key activities to evaluate the organization's ability to efficiently and effectively mitigate risks.
- Test IT based areas including financial processes, payroll, accounts payable and receivable, human resource processes, research projects, and information systems
- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains and develops computerized audit software.
- Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- Follows up on audit findings to ensure that management has taken corrective action(s).
- Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Conduct operational, compliance, financial and investigative audits, as assigned.
- Performs miscellaneous job-related duties as assigned.
- Provide appropriate recommendations for improving the IT system process in accomplishment of its objectives;

Educational Requirements:

- Master's degree in Finance, Accounting, Auditing, IT, or relevant field
- A relevant professional qualification, such as ACCA, CPA or CFA; Certified Information Systems Auditor (CISA) and;
- At least 3 years of experience in a Finance or Accounting, Audit, IT Systems auditing

OR

- Bachelor's degree (A0) in Finance, Accounting, Auditing, IT a relevant field and.
- A relevant professional qualification, such as ACCA, CPA or CFA Certified Information Systems Auditor (CISA);
- At least 5 years working experience in a related field

Additional skills:

- Knowledge of current technological developments/trends in area of expertise.
- Knowledge of auditing concepts and principles.
- Ability to gather data, compile information, and prepare reports.
- Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Ability to communicate with and understand the requirements of professional staff in area of specialty.
- Ability to create, compose, and edit written materials.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Knowledge of general accounting principles.
- Knowledge of public auditing policies, standards, and procedures.
- Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer systems

2. Terms of reference for Compliance Analyst

JOB DETAILS	
Job Title: Compliance Analyst	Supervisor Title: Company Secretary
Department: Company Secretariate	Unit: -
Current Level: Manager	Supervises: REG/EUCL/EDCL

Job summary: Description of the purpose of the job

The Compliance Analyst will be responsible for developing, directing and managing the strategic legal activities and overseeing the implementation of good governance principles, compliance and providing statutory and legal advice across the entire organization.

KEY RESPONSIBILITIES:

Regulatory and compliance Management

- Keep up to date with, and understand, relevant laws and regulations
- Develop legal policies, process and procedures in line with the Rwandan legal system and the strategic objectives of Rwanda Energy Group
- Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders
- Take the lead in the development and reviewing of various policies for Rwanda Energy Group
- Monitor Compliance of Laws, Regulations and internal policies and procedures as well as other statutory documents across the group
- Maintains rapport with regulatory personnel by arranging continuing contacts; resolving concerns
- Maintains quality service by establishing and enforcing organization standards
- Evaluating internal operational and procedural compliance
- Analyzing and updating existing compliance policies and related documentation
- Communicating compliance policies and guidelines to Management and designated departments
- Review, inspect and report on various operations undertaken by branches and departments within the Group to ensure that these are in compliance with established policies and procedures
- Carry out head office and branches compliance onsite, self-assessment and off-site assessments review to ensure that controls are working, and policies and procedures are well known to the staff
- Ensure that your findings are recorded and followed up with management so that issues can be rectified
- Educate employees on not only the regulations, policies and procedures but also the impact to the bank if these are not complied with
- Collaborate with other departments to create a culture of compliance

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- Compiling an inventory of existing policies and procedures
 - Ensure Board papers are compliant and follow up the implementation of Board resolutions

Advisory Services

- Provide guidance on legal and governance issues or matters that may arise for the Organization's compliance with the relevant legislation and best practice
- Assist in the provision of legal support to all other departments in the organisation
- Keep other departments abreast of requirements by researching regulatory and filing information; writing and communicating guidelines
- Ensure timely, efficient reporting of suspicious transactions

Educational Requirements:

- A master's degree in law. (LLM)
- At least 3 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm

OR

- Bachelor's degree in law. (LLB)
- At least 5 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm

Additional skills:

- Good knowledge of Rwandan Laws
- Analytical and investigative skills
- Communication and presentation skills
- High standards of professionalism and integrity
- Result and team oriented
- Ability to work under pressure
- Good interpersonal skills.

3. Terms of reference for Financial Transactions Advisor

JOB DETAILS	
Job Title: Financial Transactions Advisor	Supervisor Title: Head of Transactions
Department: Company Secretariate	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 recognised standards
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Educational Requirements:

- 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:

- 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

4. Terms of reference for Security Operation Specialist

JOB DETAILS	
Job Title: Security Operation Specialist	Supervisor Title: Security Coordinator
Department: Security Operation Coordination	Unit: -
Current Level: Specialist	Supervises: REG/EUCL/EDCL

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 EDCL 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
- Ability to multitask and complete simultaneous tasks within compressed timeframes
- Proven ability to develop and implement security plans
- Team Player Leadership skills

5. Terms of reference for Corporate Planning Specialist

JOB DETAILS	
Job Title: Corporate Planning Specialist	Supervisor Title: Group Strategic Planning Director
Department: Group Strategic Planning	Unit: -
Current Level: Manager	

Job summary: Description of the purpose of the job

To Prepare the development of company long term Business Plan as well as to assist in monitoring progress of the plans with the objective to ensure the alignment between the developed business plan and company strategy, in accordance with budgetary guidelines and rules of the Company.

KEY RESPONSIBILITIES:

Technical Delivery

- Review the REG's planning policies and procedures to ensure clarity in the planning environment, responsibilities and practices leading to timely and effective planning.
- Diffuse planning across the organisation including effective liaison with the key actors in each department to ensure effective representation, coherence and completeness in the resulting plans
- Develop appropriate planning tools/templates and ensure that they are adopted by all the departments for effective planning, coordination and monitoring of the plans
- Ensure that the linkage of REG Holding/EDCL/EUCL with other relevant agencies of government and their requirements from a planning perspective are incorporated in the company's considerations.

Strategic Planning

- Review the REG strategic Plan and the Sector Plans from both MININFRA and Subsidiaries' Planning department and ensure the commitments therein are reflected in the Subsidiaries Business Plan
- Analyse the historical performance of REG and the energy sector in terms of development programmes and projects so as to establish credible forecasts for the Company taking into account the national sector strategy and policy (EDPRS, V2050, SDGs)
- Lead the strategic planning process to avail REG with realistic Strategic Plan through a thorough consultative process
- Be at the helm of developing REG Business Plan with a clear implementation matrix with specific collaboration with the M&E Team and other departments
- Plan and lead regular progress reviews on the implementation of the REG strategic plan

Action Planning

- Develop quality planning tools and establish mechanisms for REG aligned to best practice and standards
- Lead and coordinate the elaboration of REG annual action plans aligned to the company Strategic Plan & Business Plans
- Lead and coordinate decentralized departmental and unit planning to ensure that each REG Subsidiaries, department and Unit have quality annual and quarterly and monthly action plans relevant to their mandates and the overall organizational mission and targets

Monitoring & Evaluation

- Participate actively in regular progress reviews on the implementation of organizational, departmental and unit action plans and establish relevant mechanisms

Budgeting and Reporting

- Participate actively in the development of REG budgets aligned to the strategic plan, business plans & action plans
- Participate actively in elaborating the REG & Department/Unit (Project Coordination Unit) annual budgets and costs of all the activities which he/she is accountable and monitor performance of the budget
- Develop briefs and reports relevant to planning as may be required

Educational Requirements:

- Master's degree in Planning, Project Management, Economics, Applied statistics, Engineering, Finance or other related academic background with a relevant experience of 1 years Planning field, program design Financial or budget management

OR

- Bachelor's Degree in Planning, Project Management, Economics, Applied statistics, engineering, Finance or other related academic background with a relevant experience of 3 years in planning field, program design, Financial or budget management

Additional skills:

- Good Organizational skills
- Good Communication skills
- Problem solving skills
- Interpersonal skills
- Team player
- Good analytical skills Thorough understanding of the business or organization's goals and values

- Computer, data entry and MS Office skills
- Excellent communication skills, both written and spoken
- Ability to handle private, sensitive, confidential information appropriately
- Knowledge of risk assessment and control
- Solid research skills using the internet and first-person interviews
- Experience working with insurance policies

6. Terms of reference for Risk Manager

JOB DETAILS	
Job Title: Risk Manager	Supervisor Title: Group Strategic Planning Director
Department: Group Strategic Planning	Unit: -
Current Level: Manager	Supervises: PROJECT MANAGERS, PROJECT IMPLEMENTATION UNIT, QA SPECIALISTS, FINANCE SPECIALISTS

Job summary: Description of the purpose of the job

The Risk Manager is responsible for communicating risk policies and processes for the company by providing hands-on development of risk models involving operational risk, market, assure controls are operating effectively, and provide research and analytical support.

KEY RESPONSIBILITIES:

Technical Delivery

- Partners with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
- Identifies potential risk exposures, recommends solutions, implements approved programs, promotes loss prevention, and updates and monitors compliance.
- Designing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur,
- Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company;
- Performing a risk evaluation by evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Identify financial, safety or security risks that the client company or organization may face
- Manage company insurance policies
- Perform risk evaluation, which assesses the way the company previously handled risks
- Make risk-avoiding adjustments to current methods of operation in order to minimize their future risks
- Evaluate employees' risk awareness and train them when necessary
- Explaining the external risk posed by corporate governance to stakeholders
- Creating business continuity plans to limit risks;
- Conducting policy and compliance audits, which will include liaising with internal and external auditors;
- Maintaining records of insurance policies and claims;
- Reviewing any new major contracts or internal business proposals;

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- Building risk awareness amongst staff by providing support and training within the company.
 - Implementing health and safety measures, and purchasing insurance;

Safety Operations

- Ensure no harm to REG staff, customers, wider public and equipment as a result of generation, transmission and distribution of electricity,
- Contribute towards developing and Maintaining REG Electrical Safety Policy, Procedures and Systems;
- Ensure compliance with the REG Electrical Safety Policy, Procedures and Systems;
- Actively communicate and create awareness of REG Electrical Safety Policy, Procedures and Systems across the staff, customers and the general Rwanda Public;
- Ensure All Staff are fully capable to execute their duties in compliance with the REG Electrical Safety Policy, Procedures and Systems.
- Ensure compliance with the reporting, record keeping and review of safety related activities and incidents.

Educational Requirements:

- Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 3 years in Risk management field,
OR
- Master's degree in Risk Management, Management, Business Management, Economics, applied statistics, Engineering, Finance, Law or other related academic background with a relevant experience of 5 years in Risk management field

Additional skills:

- Good Organizational skills
- Good Communication skills
- Problem solving skills
- Interpersonal skills
- Team player
- Good analytical skills Thorough understanding of the business or organization's goals and values
- Computer, data entry and MS Office skills
- Excellent communication skills, both written and spoken
- Ability to handle private, sensitive, confidential information appropriately
- Knowledge of risk assessment and control
- Solid research skills using the internet and first-person interviews
- Experience working with insurance policies

7. Terms of reference for Internal Audit - Engineer

JOB DETAILS	
Job Title: Internal Audit – Engineer	Supervisor Title: Internal Audit Manager
Department: Chief Internal Auditor	Unit: -
Current Level: Specialist	

Job summary: Description of the purpose of the job

The Internal Audit -Engineer is responsible for assisting in implementation of a risk-based annual audit plan in constructions, carrying out audit activities and following up recommendations made to evaluate actions taken;

KEY RESPONSIBILITIES:

Core Engineering Responsibilities are but not limited to:

- Assess all necessary documentations related to Imihigo for construction projects, those documents might include contracts, Bill of Quantities (BOQ), and others,
- Identify, in collaboration with relevant departments, and inspect company's infrastructure that needs to be rehabilitated and report to relevant authorities.
- Provide technical advice to the company regarding the process of construction and maintenance of its structures.
- Conduct spot checks on field to assess the quality of construction/infrastructure as well as other activities that need quality checks.
- Utilize all necessary equipment to measure the quality and standard of the Imihigo,
- Submit assessment report to coordination team on daily basis during the evaluation period,
- Apply all the evaluation materials and forms appropriately,
- Produce final evaluation reports after each evaluation phase (quarterly, Midterm and final evaluation) and summary documents describing key messages and implications for subsequent Imihigo evaluation.
- Facilitate the analysis team by sharing all required information related to the field work activities,
- Prepare progress and completion reports on structures under construction or maintenance.
- Maintain an updated database of any company property.
- Audit technical work to ensure compliance with REG Standards and relevant industry standards of practice, established standards, policies, and procedures.
- Analyze engineering problems, calculate, and report solutions.
- Evaluates electrical systems, products, components, and applications by designing and conducting research programs while applying knowledge of electricity and materials.

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- Collect data relating to commercial and residential development, population, and power system interconnection to determine operating efficiencies of electrical systems.
 - Conduct field surveys and study maps, graphs, diagrams, and other data to identify issues and develop solutions to correct power systems problems.
 - Establish policies and procedures for the practice of Engineering within REG.
 - Prepares reports by collecting, analyzing, summarizing a variety of informational data streams and trends.

Educational Requirements:

- A0 in Civil Engineering from a recognized university
- Certificate(s) in the civil engineering industry
- Proven working Experience experience of at least 3 years in their respective Field

Or

- Bachelor's Degree in electrical engineering or electronics & telecommunications, Mechanical engineering, or electromechanical engineering with At least 3 years of proven working experience

Additional skills:

- Skills and experience in construction and construction projects supervision
- Extensive Knowledge in Infrastructure Property Management
- Demonstrated knowledge in the Use of current software in the construction industry.
- Building Inspection skills
- Land Administration skills
- Organizational Skills.
- Communication Skills.
- Judgment & Decision-Making Skills.
- Time management Skills.
- Team working Skills.

8. Terms of reference for IT Systems Audit Specialist

JOB DETAILS	
Job Title: IT Systems Audit Specialist	Supervisor/Manager Title: IT Systems Audit Specialist
Department: AUDIT	Unit:
Current Level: Specialist	

Job summary: Description of the purpose of the job

The IT Systems Audit Specialist is responsible for audit activity related to IT systems and infrastructure. The work includes risk assessment, audit planning, audit program and procedure development, general and application control review, communicating audit results, and following up on corrective measures. The IT Systems Audit Specialist does not just point out system flaws but also promotes efficient practices by recommending improvements in processing capability, user interface, and security designs.

KEY RESPONSIBILITIES:

- Evaluate the adequacy and effectiveness of controls of governance, operations and information systems;
- Perform risk assessments on key activities to evaluate the organization's ability to efficiently and effectively mitigate risks.
- Test IT based areas including financial processes, payroll, accounts payable and receivable, human resource processes, research projects, and information systems
- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains and develops computerized audit software.
- Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- Follows up on audit findings to ensure that management has taken corrective action(s).
- Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Conduct operational, compliance, financial and investigative audits, as assigned.
- Provide appropriate recommendations for improving the IT system process in accomplishment of its objectives;

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- Performs miscellaneous job-related duties as assigned.

Educational Requirements:

- Bachelor's degree in information technology, information system, Computer engineering, computer science, electrical and electronics engineering, or relevant field
- At least 3 years of experience in database administration, systems operation, IT, IT audit/ Systems auditing
- Willing to pursue IT professional courses such as CISA, CISM, CIRISK or related courses.
- Understanding of IT Governance and IT Risk Management

Additional skills:

- Knowledge of current technological developments/trends in area of expertise.
- Knowledge of auditing concepts and principles.
- Ability to gather data, compile information, and prepare reports.
- Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Ability to communicate with and understand the requirements of professional staff in area of specialty.
- Ability to create, compose, and edit written materials.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Knowledge of general accounting principles.
- Knowledge of public auditing policies, standards, and procedures.
- Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer system