



27 SEP 2023

Kigali,

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JOB ADVERTISEMENT

The World Bank (WB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**Energy Access and Quality Improvement Project (EAQIP)**”. In the above context, Energy Development Corporation Limited (EDCL) a subsidiary of Rwanda Energy Group (REG) as the key implementer of the Project Agreement linked to the above Financing Agreement, seeks to recruit qualified and competent staff on the following position:

| N° | Job Title | Key Roles/Responsibilities and qualifications required |
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| 1. | Contract Management Specialist/RUEAP (1) | <u>Key roles/responsibilities</u> <ul style="list-style-type: none">• Advise on the preparation of the annual procurement Plans in accordance with the strategic, action plans and budget for the implementation of the company’s and its agencies activities and ensure its implementation on a timely and efficient manner.• Consolidate procurement items from all departments ensuring that delivery is done as per the user’s needs, Develop legal policies, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Corporation Limited.• Advise on the periodic review of the company Procurement Plans and update them on a regular basis;• Monitoring contract implementation and performance of suppliers/contractors/consultants in delivering the contracted goods, services, and works (including taking action for non-performance);• Manage and monitor that all procurements are processed within budget lines• Advise users to seek approval on unbudgeted items and items that have exceeded budget• Provide guidance on procurement budgeting• Liaise with the business units, suppliers and the tender |

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| | | <p>committee to ensure that user requirements are approved by the committee</p> <ul style="list-style-type: none"> • Implement/Execute the decisions of the Tender Committee on changes to procurement contracts • Communicate deliberations of Tender Committee to users and external parties • Monitor the market and vendor bases for emerging services and trends for potential opportunities and advise management accordingly • Prepare weekly, monthly, Quarterly and annual reports on procurement plan execution • Prepare annual reports on service provider performance and advice the management • Prepare, facilitate and providing required documents to procurement audits of the company and ensure smooth audit conduct which result in high process compliance. • Setting up a procurement filing system guarantying procurement documents' safety and long run usage and retrieval. • Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable. • Update and maintain the company Procurement Manual including procedures and standard forms to be used during implementation; • Monitor and ensure that the procurement calendar is respected and there is timely delivery on planned activities; • Monitor contract implementation progress, provide regular and progress status and advice on possible delays, contract termination or extension; • Setting up a framework contract monitoring system and ensuring contracts' renewals are done whenever necessary or advice for new tendering process before contract expiry. • Verify the admissibility, validity and safeguard of performance and advance guarantees and advice project managers/management before their expiry and release at the completion stage; <p><u>Qualifications and experience:</u></p> <p>Master's degree in Business Administration, Procurement, Management, Commerce, Electrical Engineering, Civil engineering, Law or a full professional qualification in Procurement with minimum 2 years of relevant experience in a Contract Management or Procurement role; Or</p> |
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| | | <p>Bachelor's degree in the above-mentioned field with minimum 3 years of relevant experience in a Contract Management or Procurement role.</p> <p><u>Additional Skills</u></p> <ul style="list-style-type: none"> • Good knowledge of Rwandan Laws • Must be an active member of the Law Society of Rwanda • 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 |
| 2. | <p>Off grid Specialist/RUEAP (1)</p> | <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Participate in studies related to the development of off grid Energy Projects • Participate in analysis and approvals of the studies done for off grid Energy Projects • Participate in identifying suitable sites for off grid Energy Projects Development • Work closely with Planning department to estimate the budget requirements for off grid Energy Projects • Work closely with EDCL Investment to analyse off grid Energy Project Proposals from different Investors and provide technical advice • Participate in negotiation of agreements such as; Power Purchase Agreements (PPAs), Concession Agreements (CA) related to Solar Energy Projects Development • Work closely with other institutions such as RSB, RURA, RDB, MININFRA, Private Sector, NGOs and other Development Partners and provide the technical support that these institutions may require regarding off grid Energy Projects Development • Work closely with EDCL Procurement and provide the technical support in preparing tender documents and contracts for off grid Energy Projects • Manage contracts signed on the implementation of off grid Energy Projects • Supervise the off grid Energy Projects under implementation by or through partnership with EDCL |

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| | | <ul style="list-style-type: none"> • Participate in testing and commissioning of completed off grid Energy Projects implemented by or through partnership with EDCL • Organize trainings of off grid energy beneficiaries on how to operate and maintain installed systems • Prepare and submit progress reports for off grid Energy Projects under implementation to the Management • Perform any other task that may be directed by the Direct Supervisor • Verification and inspection of off grid connections • Off grid data monitoring • Provide any technical support to Energy Planning/Generation/transmission/Distribution departments and other government or private institution. <p><u>Qualifications and experience:</u></p> <p>A masters' degree in Engineering (Electrical, Electromechanical, Mechanical) or any other related field, with a minimum of 1 year of direct relevant experience in off grid energy projects; Or</p> <p>Bachelor's degree in Engineering (Electrical, Electromechanical, Mechanical) or any other related field, with a minimum of 2 years of direct relevant experience in off grid energy projects</p> <p><u>Additional Skills</u></p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Be accountable • Leadership/organization/planning/management skills • Strategic thinking and setting direction • Strong work ethic, integrity, credibility, and dedication to REG / EDCL's mission; • Ability of communicating technical concepts to non-technical users • Problem solving and decision-making skills • Professionalism and Innovation • Mentoring and Coaching • Results-orientated |
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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 ...27/10/2023 latest 5:00 P.M.

Note:

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job application letter 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 above-mentioned 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 ...09/10/2023

Felix GAKUBA
Managing Director

