

27 SEP 2023

Kigali,

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JOB ADVERTISEMENT

The African Development Bank (AfDB) and European Investment Bank (EIB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**TRANSMISSION SYSTEM REINFORCMENT AND LAST MILE CONNECTIVITY**”. 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 positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	M&E Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></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 RUEAP/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 (KPI) 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 RUEAP/EDCL. • Collect, compile and analyse 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 RUEAP/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

		<p>addressed in an accurate and timely manner.</p> <ul style="list-style-type: none"> • Review and analyze weekly reports from project managers to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting. • 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 by supervisor <p><u>Qualifications and experience:</u> A Master's degree in economics, Social Sciences, Project Management, Public Administration, Planning, M&E and/or any other relevant qualification with at least two (2) years of experience in M&E role preferably in Projects. Or Bachelor'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> <p>Additional skills</p> <ul style="list-style-type: none"> ✓ Ability to develop the overall framework for project monitoring and evaluation. ✓ Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts. ✓ Ability to compile and analyse data and prepare comprehensive reports. ✓ Ability to express ideas clearly and concisely, both in writing and orally. ✓ Good level of proficiency in Windows Excel and quantitative analysis ✓ Team working skills ✓ Decision making skills ✓ Problem solving and analysis ✓ Leadership skills
2.	Procurement Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <p>A - Key responsibilities</p> <ul style="list-style-type: none"> • Take responsibility and oversee the procurement processes, ensuring that all steps are properly undertaken, and that procurement files are maintained in accordance with Government and Development Partners' requirements,

- Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner,
- Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included

B-Rules and Procedures

- Ensure that the procurement manual is updated and known by all relevant staff
- Ensure that the procurement activities are planned and carried out in accordance with donor's procurement procedures and guidelines, RPPA and other donors, as required
- Ensure that the quality of bid documents and request for proposals is guaranteed, by verifying in particular that all the required conditions to be fulfilled are included;
- Ensure that procurement procedures to be followed are outlined in the Project Implementation Manual (PIM) under Procurement Manual Section
- Ensure procurement/selection methods used and contract forms are indicated in the Financing Agreement.

C- Selection of the consultants

- Ensure that input to procurement (Terms of reference) are timely obtained from technical or user departments/units
- Draw up Request for Proposals and the consultants shortlist on the basis of elements and the specifications of services financed by the program and prepare no-objection requests when required;
- Receive proposals, lead and participate in the opening of technical and financial proposals;
- Participate to the evaluation process of the technical and financial proposals, coordinate and participate to the negotiation process when required;
- Prepare the draft contract between the Program/ EDCL and the chosen consultants after obtaining the no-objection (if required);
- In collaboration with the Contract Management Directorate, ensure that services are provided as stipulated in the contract provisions, propose recommendations for the settlement of disputes which could occur during the implementation of the contract;
- In collaboration with the Contract Management Directorate, Planning, GIS & Design, ensure a timely response of the Program to the consultant's reports as well as the final approval of the consultants' work.

D- Works and Goods

- Ensure that input to procurement (Technical specifications) are timely obtained from technical or user departments/units
- Prepare tender documents based on the technical specifications prepared by the service beneficiaries financed by the Program, and

ensure that the tender documents are advertised;

- Coordinate and carry out the bidding process, including the pre-bid or pre-proposal meetings, provide clarifications, etc;
- Be present during the opening of bids, write minutes for opening sessions, evaluation report, draw up minutes of the award of the tender, prepare contracts between the Program and the suppliers/entrepreneurs awarded after tender process and No-objection (if required);
- In collaboration with the contract management, Planning, GIS & Design directorates, ensure that the works and goods be executed according to the contractual clauses, propose recommendations on the settlement of disputes which could occur during the contract execution.
- In collaboration with the Stores and Logistics Manager and other concerned parties, ensure timely reception of the goods and the works of the various contracts financed by the project;
- Establish a database on the performance evaluation of goods suppliers, contractors, entrepreneurs, consultants and update database regularly;

E- Capacity Building

- Mentor colleagues by sharing knowledge in procurement operations; Support capacity building in procurement management of staff that deals with procurement operations with emphasis on donor procurement procedures and RPPA Law;
- Advise the Implementing Agency on general contract management and monitoring.

F- Expected outputs

- The procurement specialist shall deliver the following outputs:
 - Regularly keep and update procurement plans/ An updated procurement manual
 - Procurement monitoring report and procurement Register
 - Efficient and effective procurement filing and record keeping system
 - Status on existing procurement capacity within the Institution
 - Undertake any other task related to the program that could be requested by the Supervisor

G- Reporting

- Draft weekly and monthly progress reports on ongoing procurements
- Draft annual reports on service provider performance and advice board

H- Tendering process

- Guide on preparation of proposals (Requests for Proposals, RFQ's and Terms of Reference's)

		<ul style="list-style-type: none"> • Drive and support sourcing strategies and guide on specifications in terms of historical information • Manage the tendering process including; developing Requests for Proposal's, advertising, receiving and opening RFP's and ensure that RFP'S are evaluated properly • Submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee <p>I-Monitoring performance of contracts</p> <ul style="list-style-type: none"> • Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable <p>J-Leadership</p> <ul style="list-style-type: none"> • Provide leadership to the unit staff and supervise and manage the performance and development of staff in the department in line with the Organization's goals, objectives, policies and regulations. • Participate in development of a departmental annual work plan and financial budget and monitor their implementation in line with Program/EDCL Business plan <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> ✓ Bachelor's Degree in Procurement, Engineering or other equivalent degrees in related field; ✓ At least 3 years' experience in procurement of donor funded projects; ✓ Being conversant with AfDB, EIB and Government of Rwanda procurement procedures and guidelines; ✓ Experience in utility or other big company procurement would constitute an added advantage. <p>Additional Skills</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
3.	GIS Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Use GIS platforms to support in the strategic planning of RUEAP and in accomplishment of ongoing EDCL projects and goals. 2. Supervises the utilization of Geographic Information System techniques to provide a better understanding of certain variables in

a given geographic location.

GIS Database Management

3. Manage and Update the electrical network geodatabase;

GIS Surveys

4. Elaborate, update and maintain the electrical survey plan in different areas across the country, maintain its database and keep update supervisors on emerging challenges encountered
5. Check administrative requirements at first level for GIS Survey officers heading for survey activities on field

GIS Operations

6. perform field and office work, inventorying all necessary data regarding electricity infrastructures and collecting/depicting data using GPS or other equipment as may be needed from time to time
7. Review and make routine interpretations of data sources and use basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.
8. Generate standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements.
9. Provide expertise to EDCL staff, engineers, planners, and developers regarding GIS information, such as asset locations, floodplain information, remote sensing and other related needs.
10. Operate GIS Specific hardware including large format plotters and scanners
11. Prepare, provide and update maps and data sets to clients and provide GIS technical support to other EDCL Departments
12. Review, update and maintain the electric network in the GIS;
13. Manage and maintain REG geoportal

Leadership

14. Manage the performance of GIS survey officers at the first level and ensure their development in line with the Organization's goals, objectives, policies and regulations.
15. Participate in the elaboration of the departmental annual work plan and financial budget and monitor their implementation in line with the Business plan
16. Participate in the preparation of Terms of Reference of all GIS related tenders
17. Keeping up to date with new technology

Qualifications and experience:

- Bachelor's degree in Geography, Geographic Information Systems (GIS), Cartography, Geo-information Science and earth observation or a closely related field

- At least 5 years of related GIS practical experience; or equivalent combination of education and experiential skills.
- Or
- Master's degree in Geography, Geographic Information Systems (GIS), Cartography, Geo-information Science and earth observation or a closely related field
 - At least 3 year of related GIS practical experience; or equivalent combination of education and experiential skills.

Additional skills

- Proficiency in ArcGIS 10x (Desktop, Server, Multiuser Database) with extensions Network Analyst, 3D Analyst, and Spatial Analyst as well as ArcPad, Survey123 or TerraSync; ArcGIS Online, JavaScript, Enterprise Geodatabase (SDE) design and maintenance, etc
- Experience working with geospatial data, especially imagery (satellite, aerial, UAV, and others), and familiarity with identifying objects of interest in remote sensing data
- Knowledgeable of GIS software and technology and should be able to works in conjunction with CAD drafters and technicians
- Ability to identify problems, collect data, and draw valid conclusions; independently and cooperatively solve problems and develop alternatives;
- Basic knowledge of land development processes and understanding of planning, zoning, and land development code standards.
- Ability to manage time and priorities effectively to meet the deadlines
- Reading, analyzing and interpreting professional and technical documents, manuals, operating and maintenance instructions, and government regulations is a must;
- Building strong, effective relationships with Power System Design Engineers and planning professionals is key;
- Adhere to company policies and procedures. Electrical engineering or Energy Engineering Analytical and result oriented skills;
- Utility field experience is a plus, along with interpreting utility maps and sketches;
- Planning and Organization Skills
- Teamwork
- Flexibility
- Ability to work under pressure.
- Ability to perform any other duty that may be assigned by his/her supervisors

4.	Civil Engineer/RUEAP (2)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Implement the network design alternatives and appropriate expansion Plans and ensure their dimensioning • Any other duties that might be assigned within the scope and mandate of the unit • Manage all the activities of the projects and ensure reliability to promote efficiency; • Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner; • Conduct product demonstrations, provide project status updates and respond to any field technical inquiries • Regularly monitor the running of the projects and assess new installations before commissioning; • Schedule material deliveries and assist with contract negotiations; • Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects; • Develop and manage schedules for software and hardware programs; • Coordinate and monitor releases from requirements to deployment; • Plan, supervise and carry out rehabilitation and reconfiguration of projects; • Manage budgets and costs of all the activities which he/she is accountable. • Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets) <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in civil engineering or related field with minimum three (3) years of proven relevant working experience in power transmission lines.</p> <p>Or</p> <p>Master's Degree in civil engineering or related field with minimum one (1) year of proven relevant working experience in power transmission lines.</p> <p><u>Additional skills</u></p> <p>A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> • Strong leadership skills with teamwork and good stewardship • Good Analytical skills • Good Interpersonal skills • Organizational skills • Good communication skills • Team player
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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 9...../ 10 / 2023

Felix GAKUBA
Managing Director

