



Kigali, **06 FEB 2024**

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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.	Procurement Manager (1)	<p><u>Key Roles and responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none">1. Plan for all procurement and disposal of items managed in line with the budgets.2. Consolidate procurement items from all departments ensuring that delivery is done as per the users' needs.3. Abide by the Procurement legal policies, process and procedures in line with the Rwandan law, Development Partners in line with the strategic objectives of the company. <p>Budgeting</p> <ol style="list-style-type: none">4. Manage and monitor that all procurements are processed within budget lines.5. Advise users to seek approval on unbudgeted items and items that have exceeded budget.6. Provide guidance on procurement budgeting.7. Coordinate between the business units, suppliers and the tender committee to ensure that user requirements are approved by the committee.8. Implement/Execute the decisions of the Tender Committee and all organizations procurements.9. Monitor the market and vendor bases for emerging services and trends for potential opportunities and advise management accordingly.

		<p>Reporting</p> <p>10. Draft weekly and monthly progress to monthly reports on ongoing procurements</p> <p>11. Draft annual reports on service provider performance and advice board</p> <p>Tendering process</p> <p>12. Guide on preparation of proposals (Requests for Proposals, RFQ's and Terms of Reference's)</p> <p>13. Drive and support sourcing strategies and guide on specifications in terms of historical information</p> <p>14. Manage the tendering process including developing Requests for Proposal's, advertising, receiving and opening RFP's and ensure that RFP'S are evaluated properly.</p> <p>15. Submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee</p> <p>Monitoring performance of contracts</p> <p>16. Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable.</p> <p>Leadership</p> <p>17. Provide mentorship 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.</p> <p>18. Participate in development of a departmental annual work plan and financial budget and monitor their implementation in line with EDCL Business plan.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in Procurement, Economic, Business Administration, Management, Commerce or a full professional qualification in Procurement or any other closely related field with minimum of five (5) years direct relevant procurement experience in public or corporate entity.</p> <p>and/or;</p>
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2.	<p>Transaction Services Manager (1)</p>	<p><u>Key Roles and Responsibilities</u></p> <p>Strategic Management</p> <ol style="list-style-type: none"> 1. Develop legal policies, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Company 2. Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders 3. Take the lead in the development and reviewing of various policies for Energy Development Company Ltd <p>Advisory Services</p> <ol style="list-style-type: none"> 4. Provide guidance on legal and governance issues or matters that may arise for the Organization's compliance with the relevant legislation and best practice. 5. Lead in the provision of legal support to all other departments in the organization <p>Contract Management and Negotiation</p> <ol style="list-style-type: none"> 6. Lead in the drafting and negotiation of contracts to include contract negotiation in coordination with the Electric Utility legal services. 7. Review and execute contract documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest.



		<p>Legal Services</p> <p>8. Represent the REG and Energy Development Company in courts of law and provide legal advice.</p> <p>9. Prepare legal opinions and undertake research on matters relating to the mandate of the Authority.</p> <p>Leadership</p> <p>10. Provide overall leadership of the legal department and supervise and manage the performance and development of staff in the department in line with the Organization's goals, objectives, policies and regulations.</p> <p>11. Develop a departmental annual work plan and financial budget and monitor their implementation in line with EDC Business plan.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of five (5) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of three (3) years of relevant experience.</p>
3.	Legal Services Manager (1)	<p><u>Key Roles and responsibilities</u></p> <p>Strategic Management</p> <p>1. Develop legal policies, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Corporation Limited</p> <p>2. Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders</p> <p>3. Take the lead in the development and reviewing of various policies for Energy Development Corporation Limited</p> <p>Advisory Services</p> <p>4. Provide legal support to all other departments in the organization.</p> <p>5. Provide guidance on legal and governance issues or matters and ensure that all the legal documents signed by EDCL comply with applicable legislation and best practice.</p>

		<p>6. Prepare the legal documents engaging the organisation and this includes the internal rules and regulations and manuals among others.</p> <p>Litigations Management</p> <p>7. Identify and mitigate the legal issues. 8. Follow up the disputes internally and outside EDCL. 9. Represent EDCL in amicable settlements. 10. Monitor and report on on-going case before the courts and arbitration.</p> <p>Legal Services</p> <p>11. Liaise with EDCL's outside counsels and attorneys in settlement of legal disputes and provide legal advice. 12. Prepare legal opinions, review and undertake research on matters relating to the mandate of the Authority.</p> <p>Leadership</p> <p>13. Provide overall leadership of the legal section and supervise and manage the performance and development of staff in the department in line with the Organization's goals, objectives, policies and regulations. 14. Develop a section annual work plan and financial budget and monitor their implementation in line with EDCL Business plan.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of five (5) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of three (3) years of relevant experience.</p>
4.	Material planning engineer (2)	<p><u>Key Roles and responsibilities</u></p> <p>1. Regularly determine the needs of electrical material and prepare their acquisition plan. 2. Work together with the planning department and Procurement unit to determine necessary technical specifications for tendering process. 3. Assist in bids analysis and evaluation for cost selection of effective electrical systems and equipment.</p>

	<ol style="list-style-type: none"> 4. Collaborates with procurement unit in the selection, qualification, and development of suppliers. 5. Monitor execution of contracts in collaboration with procurement units for proper supply of electrical Energy systems and materials. 6. Elaborate the procurement Plan of Energy/Electricity development for EDCL Projects in collaboration with all units and make follow-up of its execution. 7. Accountable for supplier audits to ensure their ability to meet part performance, delivery, and reliability expectations in relation to the technical requirements. 8. Work together with the Planning department in approval of drawings and data sheets of equipment before manufacturing and follow up manufacturing process. 9. Assist in bids analysis and evaluation for cost selection of effective electrical systems and equipment. 10. Collaborates with procurement unit in the selection, qualification, and development of suppliers. 11. Monitor execution of contracts in collaboration with procurement units for proper supply of electrical Energy systems and materials. 12. Elaborate the procurement Plan of Energy/Electricity development for EDCL Projects in collaboration with all units and make follow-up of its execution. 13. Accountable for supplier audits to ensure their ability to meet part performance, delivery, and reliability expectations in relation to the technical requirements. 14. Work together with the Planning department in approval of drawings and data sheets of equipment before manufacturing and follow up manufacturing process. 15. Regularly determine the needs of electrical material and prepare their acquisition plan. 16. Work together with the planning department and Procurement unit to determine necessary technical specifications for tendering process. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree electrical engineering, power engineering, electromechanical engineering or any other closely related field with minimum of three (3) years of relevant experience,</p> <p>and/or;</p>
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<p>5.</p>	<p>Transaction Advisor (1)</p>	<p><u>Key Roles and responsibilities</u></p> <p>Strategic Management</p> <ol style="list-style-type: none"> 1. Develop standard legal documents, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Company. 2. Amend or update the company's legal documents in accordance with new laws and international best practices. 3. Take the lead in the development and reviewing of various strategic documents for Energy Development Company Ltd. <p>Advisory Services</p> <ol style="list-style-type: none"> 4. Provide guidance on transactions and governance issues that may arise for the Organization's compliance with the relevant legislation and best practice. 5. Lead in the provision of legal support whenever requested, to EDCL departments for proper implementation of the project. <p>Management and Negotiation of the Agreements</p> <ol style="list-style-type: none"> 6. Support in the drafting and negotiation of energy agreements to include contract negotiation in coordination with the Rwanda Development Board as GoR Lead Negotiator. 7. Review and/or anticipate risks or issues that might arise and potentially disrupt or lower the value of a deal and provide advice on the same. <p>Transaction Services</p> <ol style="list-style-type: none"> 8. Provide legal assistance to the Energy Development Company in efforts to achieve the best value for money and risks mitigations. 9. Provide legal transaction advice and support in reach of transaction goals efficiently and with added value. <p>Leadership</p> <ol style="list-style-type: none"> 10. Provide overall leadership and supervise and manage the performance and development of staff in the department in



		<p>line with the Organization's goals, objectives, policies and regulations.</p> <p>11. Develop a departmental annual work plan and financial budget and monitor their implementation in line with EDC Business plan.</p> <p>Reporting</p> <p>Prepare weekly, monthly and quarterly reports to the Head of Legal services.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of three (3) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of two (2) years of relevant experience.</p>
6.	Legal Specialist (1)	<p><u>Key Roles and responsibilities</u></p> <p>Contract Management</p> <p>Participate in PPA negotiations.</p> <ol style="list-style-type: none"> 1. Review vendor contracts and requests for proposals and confidentiality agreements for the company to ensure they are consistent and in compliance with regulatory requirements and organizational risk policies. 2. Assess contractual liabilities, understand market and legal risks and mitigate contractually where possible. 3. Provide training on contract provisions internally to the legal department staff. <p>Advisory Services</p> <ol style="list-style-type: none"> 4. Advise management and departments on appropriate legal procedures and corrective action regarding any legal related matter. 5. Lead in the implementation of the legal policies, process and procedures in line with the strategic objectives of Rwanda Energy Group and Energy Development Company. 6. Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders



		<p>Compliance</p> <p>7. Identify contractual and operational compliance requirements for all actions by the organization to be taken eligible to create legal situation thereafter.</p> <p>Regulatory</p> <p>8. Review, analyse and interpret state laws and regulations and advise management on the same.</p> <p>9. Review and execute contract documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest.</p> <p>Reporting</p> <p>Prepare weekly, monthly and quarterly reports to the Head of Legal services.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of three (3) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of two (2) years of relevant experience.</p>
7.	Contract Management Specialist (1)	<p><u>Key roles and responsibilities</u></p> <p>Planning</p> <p>1. Prepare 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.</p> <p>2. 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.</p> <p>3. Review periodically the company Procurement Plans and update them on a regular basis.</p> <p>4. Monitoring contract implementation and performance of suppliers/contractors/consultants in delivering the</p>

		<p>contracted goods, services, and works (including taking action for non-performance);</p> <p>Budgeting</p> <ol style="list-style-type: none"> 5. Manage and monitor that all procurements are processed within budget lines. 6. Advise users to seek approval on unbudgeted items and items that have exceeded budget. 7. Provide guidance on procurement budgeting. 8. Liaise with the business units, suppliers and the tender committee to ensure that user requirements are approved by the committee. 9. Implement/Execute the decisions of the Tender Committee on changes to procurement contracts. 10. Communicate deliberations of Tender Committee to users and external parties. 11. Monitor the market and vendor bases for emerging services and trends for potential opportunities and advise management accordingly. <p>Reporting</p> <ol style="list-style-type: none"> 12. Prepare weekly, monthly, Quarterly and annual reports on procurement plan execution. 13. Prepare annual reports on service provider performance and advice the management. 14. Prepare, facilitate and provide required documents to procurement audits of the company and ensure smooth audit conduct which result in high process compliance. 15. Setting up a procurement filing system guarantying procurement documents' safety and long run usage and retrieval. <p>Monitoring performance of contracts</p> <ol style="list-style-type: none"> 16. Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable. 17. Update and maintain the company Procurement Manual including procedures and standard forms to be used during implementation.
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<p>8.</p>	<p>Procurement Specialist (1)</p>	<p><u>Key Roles and Responsibilities</u></p> <p>Procurement Operations</p> <ol style="list-style-type: none"> 1. Prepare standard Bidding Documents, Request for Proposals, Terms of References and all other necessary procurement/tendering documents. 2. Conducting the Tendering Processes of all the activities in compliance with the ruling guidelines, manuals, regulations and Laws in respect to the fundamental principles of procurement 3. Identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements. 4. Maintain accurate auditable records of all procurement processes which result in high process compliance. <p>Stakeholder management</p> <ol style="list-style-type: none"> 5. Plan and engage with unit managers to understand technical specifications and with suppliers to develop their profiles of delivery capability which results in effective market engagement. 6. Build into contract & framework developments, EDCL's sustainable procurement obligations and preferences including assurance of procurement authority level adherence which result in stakeholder satisfaction of procurement services. <p>Business Process</p> <ol style="list-style-type: none"> 7. Build supplier, category and market understanding through performance management, research and stakeholder briefings which result in the management of commercial issues throughout the commissioning and procurement cycle. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of three (3) years of direct relevant experience in procurement role.</p> <p>and/or;</p> <p>Master's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of two (2) years of direct relevant experience in procurement role.</p>
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		<p>Additional Skills:</p> <ul style="list-style-type: none"> - Analytical and investigative skills - Communication and presentation skills - High standards of professionalism and integrity - Result and team oriented - Good interpersonal skills.
9.	<p>GIS Data Management Specialist (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Set up, collect, download, and post-process geo-spatial data collected by GIS Surveyors from a wide range of sources, including ArcGIS Online and GPS and upload them on the server. 2. Participate in spatial and non-spatial data collection and processing and produce accurate maps to be used in Power systems design. 3. Gather, compile, migrate and convert data sets for project needs from a variety of internal and external sources. <p>GIS Database Management</p> <ol style="list-style-type: none"> 4. Manage and update the electrical network geodatabase. 5. Work with ICT Unit at EDCL to ensure timely administration of users' rights for ease of navigation and update of electrical network geo-database. 6. Maintain the online electrical geo-portal and ensure its daily update. 7. Perform quality assurance for collected geospatial data to ensure their accuracy and completeness in relation to data collection template. 8. Define standards (formats) for geo-spatial data to be collected by surveyors for their compatibility with the GIS server. <p>GIS Surveys and GIS operations</p> <ol style="list-style-type: none"> 9. 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. 10. 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.

		<p>11. Provide expertise to EDCL staff, engineers, planners, and developers regarding GIS information, such as asset locations, remote sensing, and other related needs.</p> <p>12. Operate GIS Specific hardware including large format plotters and scanners.</p> <p>Leadership</p> <p>13. Participate in the elaboration of the departmental annual work plan and financial budget and monitor their implementation in line with the Business plan.</p> <p>14. Participate in the preparation of Terms of Reference of all GIS related tenders.</p> <p>15. Keeping up to date with new technology.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in Geo-Informatics, Geomatics Engineering, Geographic Information Systems (GIS), Geo-information Science and earth observation or any other closely related field with minimum of three (3) years of direct relevant GIS practical experience in various fields of its application most importantly in GIS administration.</p> <p>and/or;</p> <p>Master's degree in Geo-Informatics, Geomatics Engineering, Geographic Information Systems (GIS), Geo-information Science and earth observation or any other closely related field with minimum of two (2) years of direct relevant GIS practical experience in various fields of its application most importantly in GIS administration.</p>
10.	Social Safeguards Specialist (1)	<p><u>Key roles and responsibilities</u></p> <p>1. Provide overall social safeguards oversight during the implementation of the Electrification projects,</p> <p>2. Familiarize him/herself with the Environmental and Social Management Framework (ESMF) and the Resettlement Policy Framework (RPF) for the program. Improve performance as needed of either framework during program implementation, recommend improvements.</p> <p>3. Monitor the progress of program investments in terms of meeting compliance to social safeguards.</p> <p>4. Carry out social assessment analysis to ensure program compliance with the requirements of the social</p>

		<p>development concerns; this will include but not limited to: Conducting social risks analysis and developing a social risks mitigation plans related to the program.</p> <ol style="list-style-type: none"> 5. Develop a social development strategy to achieve social development concerns. 6. Provide professional input regarding social concerns into the planning, design and contracting of investments, including the preparation of tender documents. 7. Prepare and Implement Resettlement Action Plans (RAPs) for specific investments and ensure that such plans are approved by relevant authorities before contracts can be implemented. 8. Periodically supervise land acquisition and resettlement activities to ensure they are complete before the civil works are begun. 9. Periodically supervise construction activities on-site, especially on potentially troublesome investments, to ensure that safeguards requirements are being met; and following up investment operations to ensure that any outstanding resettlement issues are properly attended to. 10. Prepare all documents related to the process of Social Safeguards activities (MoUs, grant agreements, etc.) 11. Ensure that Social Safeguards related modules are incorporated in the training and capacity building programs at all the levels. 12. Participate in identifying suitable consultants/institutions to be used on technical support activities and training & capacity building related to Social Safeguards aspects. 13. Provide Social Safeguards inputs to monitoring, evaluation, and reporting activities. 14. Any other duties that may be assigned by coordinator projects implementation coordination unit. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in social sciences or any other closely related field with minimum of three (3) years of direct relevant experience in social field.</p> <p>and/or;</p> <p>Master's degree in social sciences or any other closely related field with minimum of two (2) years of direct relevant experience social field.</p>
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		<p><u>P.S:</u> Being familiar with social and economic conditions prevailing in Rwanda or similar African countries and how these aspects impact on Energy projects.</p>
<p>11.</p>	<p>Social Energy Specialist (2)</p>	<p><u>Key roles/responsibilities</u></p> <p>Technical Support Provision</p> <ol style="list-style-type: none"> 1. Develop technical documents for Clean cooking programs (ICS, LPG, Biogas and Electricity) 2. Advise the company's management on new efficient designs of clean cooking technologies. 3. Technically support local producers on the production of efficient, emission-free, and affordable cooking systems 4. Mobilize clean cooking companies to cooperate with EDCL through signing cooperation agreements. 5. Disseminate publicized regulations, guidelines, policies, standards and laws for the development and promotion of clean cooking technologies and fuels. 6. Ensure proper use, maintenance, and management of Clean Cooking Monitoring Information System (CCMIS) and additional IT tools adopted for the monitoring of the clean cooking market. 7. In liaison with decentralized entities (Districts, sectors...), ensure that efficient cook stoves are available to potential users and on affordable costs. 8. Provides guidance and technical backup to institutions, Districts and Developments Partners in the sector of cooking energy. 9. Advocate for economically feasible incentives for the dissemination of improved cook stoves and fuels. 10. Link cooking solutions developers to potential financial institutions. <p>Awareness Creation</p> <ol style="list-style-type: none"> 11. Ensure that promoted clean cooking technologies meet approved and published standards and regulations. 12. Working with local authorities, clean cooking technologies manufacturers, clean cooking technologies importers and artisans to promote efficient clean energy in households and institutions. 13. Organize promotional events including radio and TV programs, annual events, and exhibitions.

	<p>14. Disseminate publicized regulations, guidelines, policies, standards, and laws for the dissemination of clean cooking technologies.</p> <p>15. Participate actively in promotional activities for the approved clean cooking technologies and fuels.</p> <p>16. Conduct field activities such as mass-user awareness campaigns, based on a yearly plan towards achieving the national targets.</p> <p>17. Coordinate capacity building in relation to clean cooking technologies use, safety, standards, and regulations.</p> <p>18. Promote other clean cooking fuels.</p> <p>Project Development and Management</p> <p>19. Prepare project proposals for clean cooking technologies promotion and dissemination projects.</p> <p>20. Close follow up of all clean cooking projects countrywide.</p> <p>21. Develop, implement and manage projects and programs in social energies.</p> <p>22. Mobilize and manage funds for the dissemination of improved cooking technologies.</p> <p>23. Plan and carry out promotional campaigns on the use and benefits of clean cooking technologies.</p> <p>24. Advocate for economically viable incentives for different clean cooking solutions</p> <p>25. Ensure efficient management of projects and be responsible of their success.</p> <p>26. Keep and manage all documents and information related to the implemented projects/programs for future use and reference.</p> <p>Monitoring and evaluation</p> <p>27. Monitor the implementation of clean cooking technologies promotion projects and provide technical advice for improvement.</p> <p>28. Measure socio-economic impacts of promoted cooking technologies and advise on improvement.</p> <p>29. Ensure that all cook stoves implemented projects are aligned with government strategies and policies and contribute to the set targets.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in renewable energy, applied physics, engineering, resources management, business management or any other related fields with minimum three (3) years of experience in the renewable energy sector,</p>
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		<p>and/or;</p> <p>Master's degree in renewable energy, applied physics, engineering, resources management, business management or any other related fields with minimum two (2) years of experience in the renewable energy sector.</p> <p>Additional Skills:</p> <ul style="list-style-type: none"> - Extensive knowledge in clean cooking solutions - Strong background in energy project implementation and assessment - Good knowledge of Rwandan energy sector - Analytical skills and attention to details - Communication and presentation skills - High standards of professionalism and integrity - Result and team oriented - Ability to work under pressure. - Good negotiation and interpersonal skills
12.	Store Specialist (1)	<p><u>Key Roles/Responsibilities</u></p> <p>General store management functions</p> <ol style="list-style-type: none"> 1. Participate in the planning and budgeting for store management considerations 2. Ensure compliance with requirements to receive stationaries/items/materials in store 3. Ensure efficient recording of items in the software used for the Program's store management 4. Ensure the required store management reports are prepared on time, including material status and reconciliation reports, in line with organizational regulations in place 5. Ensure the custody of items in the store, in line with Organizational policies in place 6. Provide timely audit facilitation in line with store management 7. Timely preparation and provision of store management reports in line with organizational requirements in place 8. Manage a clean filling and documentation of the inflows and outflows movements of stationaries/items/materials 9. Timely report and document any issue arising in the store management 10. Facilitate the audit exercises in providing complete required documents and information



		<p>11. Ensure the implementation of audits' recommendations 12. Any other task assigned by authorities</p> <p>Material Management</p> <ol style="list-style-type: none"> 1. Implement and manage material receiving procedures. 2. Coordinate delivery of material to stores 3. Quality assurance of material received. 4. Allocation of material to intended projects and ringfence the material accordingly. 5. Storage and safe keeping of material according to the material's and organizational requirements. 6. Inventory management according to organizational and EDCL requirements, including reallocation procedures and material reconciliations according to allocations. 7. Implement and manage material dispatch procedures. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in Business Administration, Accounting, Finance, Economics, Management, Procurement, Logistics and Supply chain management and any other related field with a minimum of three (3) years of experience in store or logistics management,</p> <p>And/or;</p> <p>Master's degree in Business Administration, Accounting, Finance, Economics, Management, Procurement, Logistics and Supply chain management and any other related field with a minimum of two (2) years of experience in store or logistics management.</p> <p>Additional Skills:</p> <ul style="list-style-type: none"> - Good interpersonal skills - Attention to detail. - Communication skills (written and verbal) - People management. - Flexibility.
13.	Mini-Grid Specialist (2)	<p><u>Key Roles/Responsibilities</u></p> <ol style="list-style-type: none"> 1. Participate in studies related to the development of Mini grid off grid Energy Projects 2. Participate in analysis and approvals of the studies done for Mini grid off grid Energy Projects

		<ol style="list-style-type: none"> 3. Participate in identifying suitable/potential sites for Mini grid off grid Energy Projects Development 4. Work closely with Planning department to estimate the budget requirements for Mini grid off grid Energy Projects 5. Work closely with EDCL Investment to analyze Mini grid off grid Energy Project Proposals from different Investors and provide technical advice. 6. Participate in negotiation of agreements such as Power Purchase Agreements (PPAs) and concession Agreements (CA) related to Solar and other renewable Energy Projects Development 7. 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 Mini grid off grid / Renewable Energy Projects Development 8. Work closely with EDCL Procurement and provide technical support in preparing tender documents and contracts for Mini grid off grid or any other Renewable Energy Projects 9. Manage contracts signed on the implementation of Mini grid off grid Energy Projects 10. Supervise the Mini grid off-grid Energy Projects under implementation by or through partnership with EDCL. 11. Participate in testing and commissioning of completed Mini grid off grid Energy Projects implemented by or through partnership with EDCL. 12. Organize and/or conduct training of Mini grid off grid private Developers on how to develop, operate, and maintain Mini grid off grid projects. 13. Provide the technical support to Sola Rwanda and standalone solar systems or any other renewable energy Programs. 14. Participate in the awareness raising for off grid electrification countrywide. 15. Prepare and submit progress reports for Mini grid off grid Energy Projects under implementation to the Management. 16. Perform any other task that may be directed by the Direct Supervisor 17. Provide any technical support related to Energy Planning/Generation/Transmission/Distribution departments, and other government or private institutions. <p>Qualifications and experience:</p>
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		<p>Bachelor's degree in electrical engineering, electromechanical engineering, mechanical engineering, renewable energy engineering, or any other related field in Energy Development related roles, with a minimum of two (3) years of direct relevant experience in Off grid Projects Development,</p> <p>And/or;</p> <p>Master's degree in engineering (Electrical, Electromechanical, Mechanical) or any other related field in Energy Development related roles, with a minimum of two (2) years of direct relevant experience in Off grid Projects Development.</p> <p>Additional Skills:</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
14.	<p>Payroll and benefits Specialist (1)</p>	<p>Key Roles/Responsibilities</p> <p>Payroll</p> <ol style="list-style-type: none"> 1 Process the monthly payroll and ensure salaries are paid on the stipulated dates. 2 Carry out annual salary survey with other similar organizations to determine and advise management on pay structures. 3 Oversees and monitors the annual pay review process, ensuring compliance with established parameters and timelines. 4 Implement mandatory deductions from employee's salary are carried out, declared and payment made in the respective Institutions. 5 Handle staff claims regarding payroll, staff salaries and benefits ensure cost effectiveness of staff benefits and advise relevant adjustment.

	<p>Medical Benefits</p> <p>6 Periodically review the medical benefits scheme to ensure employees are accessing valuable services.</p> <p>7 Manage the enrolment of new employees into the medical benefits scheme and advise employees on the same.</p> <p>8 Process payment to the medical insurers and ensure employee's contribution to the scheme is deducted.</p> <p>Social Security</p> <p>9 Manage the social security contributions of the employees to RSSB and advise employees on any developments or changes to the same.</p> <p>Leave Management</p> <p>10 Manage the annual leave plan for all departments and advise departmental heads on the leave status of their respective departments.</p> <p>11 Manage the leave schedule and advise employees on their leave status.</p> <p>Other Benefits</p> <p>12 Process other employee benefits from time to time as may be stated in the benefits and compensation policy.</p> <p>13 Implementing the organizational wellbeing (Employee Assistance Programs) systems that ensure all employees receive the support and counselling services that they need in order to maintain a conducive working environment to enhance staff performance.</p> <p>Disciplinary Hearing</p> <p>14 Managing, coordinating and reviewing the organization's grievance and disciplinary policy in addressing all employee conflicts and disagreements ensuring that an objective and fair system is in place and that all matters are addressed in a timely manner and in accordance with the employment law of Rwanda.</p> <p><u>Qualifications and experience:</u></p>
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		<p>Bachelor's degree in human resource management, Management, Business Administration, Public Administration, administrative sciences, Finance or any other related field with minimum of three (3) years in Human Resource Operations, and/or;</p> <p>Master's degree in human resource management, Management, Business Administration, Public Administration, administrative sciences, Finance or any other related field with minimum of two (2) years in Human Resource Operations.</p> <p>Additional Skills:</p> <ul style="list-style-type: none"> - Analytical skills - Team working skills. - Decision making skills. - Problem solving and analysis. - Computer Skills - Time management Skills
15.	Budget Accountant (1)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Preparation of monthly, quarterly, and annual consolidated financial statements of the company in accordance with MINECOFIN provided regulations. 2. Make sure periodically (Monthly or quarterly) bank accounts are reconciled as well as projects bank account to reported at institutional level and company level. 3. Works with department heads to develop annual budgets aligned with action plan with supervision of Manager budgeting and reporting. 4. Monitor the budget performance and analyses variances between budgeted and actual figures. 5. Working with Manager budgeting and reporting with monthly, or periodically provision of budget execution. 6. Compare approved budget and executed budget and show any variance. 7. Ensure the Budget completeness and accuracy during budget preparation along with collaboration with planning department. 8. Assist in audits by providing necessary financial data, documentation, and explanations related to budget management. 9. Contribute to the preparation of the Quarterly, Annual company financial report by having accurate information in the company database.



		<p>10. Working with and provision of necessary documentation, supporting document to the external, internal auditors</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in accounting, Finance, Economics, Business Administration, or any other related field with minimum of three (3) years of experience in finance role and specialization in accounting or Finance, And/or;</p> <p>Master's degree in accounting, Finance, Economics, Business Administration, or any other related field with minimum of two (2) years of experience in finance role and specialization in accounting or Finance.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills - Analytical and result oriented skills. - Good communication skills - Ability to work under pressure. - Good interpersonal skills. - Ability to work in a team environment.
16.	Tax Accountant (1)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Prepare and file accurate and timely tax declarations for an institution. 2. Ensure company or institution are in compliance with relevant tax laws, regulations, and reporting requirements. 3. Interact with clients or internal stakeholders to gather necessary tax information and address inquiries. 4. Share financial data related to the taxes matters with the accounting or finance department. 5. Work with project manager concerned to the Customers duties, taxes for imported items by Company and make sure the taxes concerned are accounted for and documented for payment process. 6. Liaise with internal and external auditors with issues related to the tax's documentation. 7. Staying updated on changes in tax laws, regulations, and compliance.

		<p>8. Continuously updating knowledge and skills through training, seminars, and staying informed about evolving tax laws and practices.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in accounting, Finance, Economics, Business Administration, or any other related field with minimum of three (3) years of experience in finance role and specialization in accounting or Finance,</p> <p>and/or;</p> <p>Master's degree in accounting, Finance, Economics, Business Administration, or any other related field with minimum of two (2) years of experience in finance role and specialization in accounting or Finance.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills - Analytical and result oriented skills. - Good communication skills - Ability to work under pressure. - Good interpersonal skills
17.	<p>Domestic Resources Project Accountant (1)</p>	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Collaborate with project managers to develop comprehensive financial plans and budgets aligned with project goals and available resources. 2. Ensure budget allocations are in line with the project's objectives and comply with funding guidelines. 3. Generate accurate and timely financial reports, statements, and analyses for stakeholders and donors, adhering to specific reporting requirements. 4. Provide insights into financial performance, expenditures, and budget utilization to aid decision-making. 5. Monitor project expenditures against approved budgets, identify variances, and analyze spending patterns to optimize resource allocation. 6. Offer recommendations to address budget discrepancies and control project costs. 7. Manage funds or grants allocated to the project, ensuring compliance with donor or funding guidelines.

		<p>8. Track disbursements, prepare financial reports, and maintain proper documentation for reporting obligations.</p> <p>9. Maintain accurate financial records, including transactions, invoices, receipts, and documents related to project activities.</p> <p>10. Perform regular reconciliations and ensure data integrity in financial databases or systems.</p> <p>11. Ensure compliance with financial regulations, accounting standards, and donor requirements.</p> <p>12. Facilitate internal and external audits by preparing necessary documentation, reports, and supporting materials.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in commerce, accounting, Business Administration, or any other related field with minimum of three (3) years of experience in finance role and specialization in accounting or Finance,</p> <p>and/or;</p> <p>Master's degree in commerce, accounting, Finance, Business Administration, or any other related field with minimum of two (2) years of experience in finance role and specialization in accounting or Finance.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills - Analytical and result oriented skills. - Good communication skills - Ability to work under pressure. - Good interpersonal skills.
18.	Treasury accountant (1)	<p><u>Key roles and responsibilities</u></p> <ol style="list-style-type: none"> 1. All custody of transactions documents according to financial already solved. 2. Monitoring and managing the government institution's cash flow, ensuring sufficient funds for daily operations, and optimizing cash plan. 3. Ensuring compliance with government financial regulations, policies, and procedures, and staying updated on changes in relevant laws or regulations.



		<ol style="list-style-type: none"> 4. Preparing financial statements, reports, and summaries related to the institution's treasury activities, adhering to regulatory requirements and accounting standards. 5. Assisting in the budget preparation, and financial plans for institution, ensuring alignment with company action plans 6. All accounting transactions well done and recorded according to financial rules and procedures. 7. Management of payments and Importation of statements in the systems 8. Internal and External Audit exercises are facilitated. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in commerce, accounting, Business Administration, or any other related field with minimum of three (3) years of experience in finance role,</p> <p>and/or;</p> <p>Master's degree in commerce, accounting, Finance, Business Administration, or any other related field with minimum of two (2) years of experience in finance role.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills. - Analytical and result oriented skills. - Good communication skills. - Ability to work under pressure. - Good interpersonal skills.
19.	Payable Accountant (1)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Reviewing invoices received from all offices for accuracy, appropriate level of approval, and adherence to established guidelines. 2. Review and upload general ledger and accounts payable data files submitted by departments into ledgers following standard operating procedures and policies. 3. Weekly and monthly reporting of Accounts Payable activity. 4. Performing monthly reconciliation for all accounts payable and related accounts.

		<ol style="list-style-type: none"> 5. Provide support to the finance department by reviewing invoices, purchase orders and other payment documents. 6. Periodically check invoices to ensure accounts payable processing integrity and adherence. 7. Provide technical assistance to accounts payable on systems modifications, changes, and revised procedures. 8. Review and process associate financial approval limits. 9. Prepare monthly, quarterly, and annual ageing analysis of Payable accounts. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in commerce, accounting, Business Administration, or any other related field with minimum of three (3) years of experience in finance role,</p> <p>and/or;</p> <p>Master's degree in commerce, accounting, Finance, Business Administration, or any other related field with minimum of two (2) years of experience in finance role.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Analytical and result oriented skills. - Good communication skills - Good interpersonal skills. - Good organizational Skills. - Computer Skills
20.	Grants Accountant (1)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Provide basic financial oversight for funds related to grant projects. 2. Monitor/track the status of each program through its program life cycle. 3. Prepare budget-to-actual grant spending reports. 4. Perform grant-related post-award functions, including budget and expense analysis, financial reporting, and reconciliations. 5. Coordinate audit process with regards to grant fund. 6. Supervise monthly payroll processing and tax calculations in relation to grant fund. 7. Prepare journal entries and perform account reconciliations in conjunction with monthly closing procedures.



		<p>8. Work on audit documentation, ensuring that the bank account has been reconciled and identifying any outstanding variances.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in commerce, accounting, Business Administration, or any other related field with minimum of three (3) years of experience in finance role,</p> <p>and/or;</p> <p>Master's degree in commerce, accounting, Finance, Business Administration, or any other related field with minimum of two (2) years of experience in finance role.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills - Analytical and result oriented skills. - Good communication skills - Ability to work under pressure. - Good interpersonal skills. - Computer skills
21.	<p>IT Systems Infrastructure Specialist (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Network and Systems Administration</p> <ol style="list-style-type: none"> 1. Manage and coordinate activities related to Network and Systems administration. 2. Responsible for systems design, installation, configuration, administration and optimization of company servers and related components to achieve high performance of the various applications. 3. Provide technical network plan, systems engineering and architecture to assist in long-term strategic planning to ensure network capacity and systems meet current and future network and systems requirements. 4. Responsible for managing the network, Systems & data center infrastructure maintenance. 5. Responsible for systems reliability, functionality and stability, disaster recovery availability and operations. 6. Lead in designing, developing and maintaining the company Wide Area Network and coordinate network extensions including Local Area Networks.

	<p>Network Security</p> <ol style="list-style-type: none"> 7. Schedule upgrades and network security of equipment and software systems and providing secured access to the network users. 8. Manage the security of data from internal and external attack and ensure the availability of the network and systems. <p>Innovation</p> <ol style="list-style-type: none"> 9. Develop and keep up to date with the latest technologies of networking and communication. <p>Budgeting & Procurement</p> <ol style="list-style-type: none"> 10. Participate in the preparation of the departmental budget for IT systems, infrastructure and network Reporting. 11. Develop periodic systems and infrastructure reports for management's attention. <p>Leadership</p> <ol style="list-style-type: none"> 12. Participate in the development of the departmental annual work plan and monitor their implementation in line with the Business plan. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in computer science, information technology, computer engineering or any other closely related field with minimum of three (3) years of relevant experience of network routing, switching and design.</p> <p>and/or;</p> <p>Master's degree in computer science, information technology, computer engineering or any other closely related field with minimum of two (2) years of relevant experience of network routing, switching and design.</p> <p>Having at least the following skills will be an added advantage.:</p> <ul style="list-style-type: none"> - Securing Networks with cisco fire power threat defense - Implementation of core cisco ASA Security - Implementation of cisco enterprise wireless networks
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		<p>Additional Skills:</p> <ul style="list-style-type: none"> - Leadership skills - Analytical skills - Good communication skills - Decision making skills. - Team building skills. - Computer Skills
22.	<p>Security Specialist (1)</p>	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Develop and implement security policies, protocols, and procedures. 2. Assess threats, vulnerabilities (gaps), and risks of EDCL infrastructure/assets and report to superior for implementation. 3. Take lead to report and monitor/follow-up security matters involving EDCL with other institutions. 4. Keeping on track different events 5. Organizing, checking, and monitoring the access control for the visitors. 6. Coordinate security activities provided by local contractors. 7. Plan and coordinate security operations for specific events. 8. Managing database for CCTV Cameras 9. Coordinate staff when responding to emergencies. 10. Review reports on incidents in security breaches 11. Investigate and resolve security issues. 12. Make reports for management on security status. 13. Analyse data to form proposals for improvements (e.g., implementation of new technology) 14. Initiate order of security related supplies and equipment as needed. 15. Develop plan & budget for security operations.

		<p>16. Train subordinate security professionals or other staff in security rules and procedures.</p> <p>17. Reporting and emergency response planning.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in business administration, law, social sciences, security management or any other related field with minimum of three (3) years of relevant experience in RDF/RNP or as a security specialist/or similar position in a public or private institution,</p> <p>and/or;</p> <p>Master's degree in business administration, law, social sciences, security management or any other related field with minimum of two (2) years of relevant experience in RDF/RNP or as a security specialist/or similar position in a public or private institution,</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Experience of using relevant technology and equipment (e.g., CCTV) - Experience in Reporting and emergency response planning - Excellent knowledge of security protocols and procedures - Solid understanding of budgeting and statistical data analysis - Excellent communication and interpersonal skills - Outstanding organizational and leadership skills
23.	<p>Monitoring and Evaluation Specialist (3)</p>	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Set up M&E systems for the design, planning, management and monitoring of projects/programs within identified priority areas and assists EDCL in the implementation of these systems. 2. Contribute to the development and implementation of performance monitoring and evaluation strategies. 3. Identify strengths and weaknesses in existing data collection and management systems and propose solutions. 4. Formulation of M&E recommendations for improving implementation performance and the design of programs and projects. 5. Review of the implementation of M&E systems within EDCL.

	<ol style="list-style-type: none"> 6. Collect, compile and analyses data from reports submitted by projects managers and prepare consolidated progress reports. 7. Review M&E findings and best practices and disseminate information to stakeholders to facilitate evidence-based planning learning and informed decision-making. 8. Design capacity building initiatives, such as workshops and training programs for EDCL, to facilitate a culture of results-based management. 9. Undertakes research on best practices and trends in M&E to keep up to date with modern best practices and makes recommendations for their inclusion in current and future projects, programs and policies. 10. Ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner. 11. Review and analyze weekly reports from project managers to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting. 12. Support project/program staff on ways to properly document, organize and capture project/program progress. 13. Perform regular field visits to ensure the quality of data collected and to verify the accuracy of reported data. 14. Support and participate in program and project evaluations. 15. 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. 16. Prepare detailed M&E budget. 17. Perform related work as may be required. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in economics, social sciences, project management, public administration, planning, M&E and/or any other relevant qualification with minimum experience of three (3) years in M&E role preferably in Projects,</p> <p>and/or;</p> <p>Master's degree in any of the above field or any other relevant qualification with minimum experience of two (2) years in M&E role preferably in Projects.</p>
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		<p>Additional Skills:</p> <ul style="list-style-type: none"> - Leadership skills - Analytical skills - Good communication skills - Decision making skills. - Team building skills. - Computer skills - Decision Making Skills
24.	<p>Energy projects Liaison officer (5)</p>	<p><u>Key Roles and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Participate in community mobilization to seek their cooperation before, during and after the expropriation exercise. 2. Alongside certified Values and social safeguards specialists, coordinate the asset valuation and expropriation exercise, specifically informing affected persons of the requirements and expectations to have complete files ready for compensation, ahead of time and ensure that expropriation is done in a strict compliance with applicable laws, policies and regulations. 3. Prepare and maintain a database of pending expropriation issues in their respective districts and regularly report this to EDCL. 4. Together with local authorities and social safeguards, establish and implement Grievance Redress Mechanisms within their respective districts. 5. Together with the Project Manager and Social safeguards/Environmentalist monitor, coordinate the implementation of the Resettlement Action Plan (RAP) 6. Follow-up with respective district authorities (Cell, Sector and District) to ensure expropriation files are approved in time. 7. Serve as an interface between REG and the districts regarding data and statistics on households connected to electricity and related claims such as customers who made upfront payments for electricity. 8. Coordinate the identification of beneficiaries for alternative energy solutions such as Solar home and mini



		<p>grid systems, Biogas digesters, Improved Cook stoves, LPG and others in their respective districts.</p> <ol style="list-style-type: none"> 9. Participate in the monitoring and evaluation of the installed alternative energy solutions in their respective districts. 10. Coordinate awareness campaigns on off-grid electrification and other alternative energy programs within their respective districts 11. Coordinate the solar water heater payment recovery in their respective districts. 12. Coordinate the provision of after sales services for the installed alternative energy solutions. 13. Monitor and report on the field status of energy projects, together with the REG project managers and M&E teams. 14. Alert EDCL on any abandoned electrification/energy projects or electrification material in the area of operation 15. Any other assignment given to him/her in relation to the mandate of Rwanda Energy group. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in social sciences, public administration, management, economics, business administration, or any other related fields.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - The candidate for this position should have the following minimum core competences. - Computer knowledge particularly excel and word. - Being familiar with expropriation issues is an added advantage. - Experience in data entry and data processing is an added advantage. - He/she should be proficient in spoken and written Kinyarwanda. - He/she should be a team player, with good interpersonal, leadership and communication.
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25.	Expropriation Accountant (1)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Prepare Monthly bank reconciliation on expropriation account. 2. Make payments of expropriation to the different projects into the system to both IFMIS and IBMIS. 3. Check the submitted files from the user department into Finance for ongoing projects before being paid. 4. Ensure the Verified expropriations files have a necessary supporting document for payment process. 5. Registration of all expropriation files entered in Finance by District and project. 6. Preparation of refunds payment of the affected people. Receive the claim of bounced payments and to make follow up to the respective banks (BNR and MINECOFIN). 7. Filing of Financial documents after payments ready to go to MINECOFIN. 8. Ensure safe custody of transaction documents according to rules and regulations. 9. Ensure conformity of accounting transactions with financial management rules and procedures 10. Follow up payments processed in SMART IFMS up to approval level. 11. Working with internal or external auditors for provision of documentation related to expropriation. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in commerce, accounting, Business Administration, or any other related field.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Financial management skills - Analytical and result oriented skills. - Good communication skills - Ability to work under pressure. - Good interpersonal skills.
26.	Logistics Officer (1)	<p><u>Key Roles/Responsibilities</u></p> <p>Asset Management</p> <ol style="list-style-type: none"> 1. Develop and maintain asset registers, including acquisitions, transfers, and valuations of EDCL assets. 2. Perform codification and tagging of all EDCL assets.

	<p>3. Responsible of the supervision and monitoring of Acquisition of the land lease (land titles) registered under REG of all lands expropriated for all projects implemented by EDCL.</p> <p>Logistics Management</p> <p>4. Manage planning and implementation of all logistics related matters, including coordination with all staff.</p> <p>5. Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization.</p> <p>6. Assess existing logistics operations systems and advise on corrective measures to be undertaken.</p> <p>7. Ensure the implementation, monitoring and evaluation of new initiatives and procedures related to logistics.</p> <p>8. Prepare the logistics component of the budget proposals for consideration during budget review.</p> <p>9. Conduct special management reviews and/or follow-up on audit observations to assist in the improvement of operations.</p> <p>10. Responsible for the management of the stock including detailed recording of stock movement activities.</p> <p>11. Ensure appropriate stocktaking reports are timely and regularly prepared.</p> <p>12. Oversee the preparation, analysis, negotiation, review and management of contracts related to the purchase or sale of equipment, materials, and supplies.</p> <p>13. Supervise rented office's operations and maintenance.</p> <p>Reporting</p> <p>14. Responsible for developing weekly, monthly, quarterly and annual management reports.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in Business administration, Economics, Management, Procurement, Logistics, and supply chain management or any other closely related field.</p> <p>Additional Skills:</p> <ul style="list-style-type: none"> - Good interpersonal skills - Attention to detail. - Communication skills (written and verbal) - People management
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		<ul style="list-style-type: none"> - Customer relations - Flexibility
27.	Store officer (1)	<p><u>Key Roles and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Items/Materials in store to be recorded in system. 2. Ensure items/Materials in store reports are prepared on time. 3. Control that assets & files documents are documented properly. 4. Timely audit support and required assets & facilities documents are in place. 5. Assets reports are properly utilized for efficient decision making. 6. Logistics expenses and facilities are recorded. 7. Identify risk within the assets and facilities activities. 8. Follow up of the movement of incoming and outgoing materials. 9. Implement and manage material dispatch procedures. 10. Quality assurance of material received. 11. Allocation of material to intended projects and ringfence the material accordingly. 12. Storage and safe keeping of material according the material's and organizational requirements. 13. Timely preparation and provision of store management reports in line with organizational requirements in place 14. Manage a clean filling and documentation of the inflows and outflows movements of stationaries/items/materials. 15. Timely report and document any issue arising in the store management. <p><u>Qualifications and experience:</u></p> <p>Business Administration, Accounting, Finance, Economics, Management, Procurement, Logistics and Supply chain management and any other related field related to logistics management.</p>

		<p>Additional Skills:</p> <ul style="list-style-type: none"> - Good interpersonal skills - Attention to detail. - Communication skills (written and verbal) - People management. - Flexibility.
28.	Archivist (1)	<p><u>Key Roles and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Develop and operate a system for documentation and archives for the EDCL in accordance with internationally benchmarked practices and standards. 2. Develop and implement, in collaboration with concerned staff, an information classification and access policy. 3. Manage, in collaboration with the logistics officer and other concerned units, the acquisition and borrowing system of books and other documents and prepare related annual budget. 4. Make an annual inventory of books and documents acquired by the EDCL and ensure their proper maintenance. 5. Maintain an effective cataloguing and indexing of books and regularly update the EDCL's documentation database. 6. Collect and distribute newspapers, official gazettes and any other Stakeholders (policy) documents and inform users on new acquisitions. <p><u>Qualifications and experience:</u></p> <p>At least Bachelor's degree in Office Management, Library and Information Science, Office Management, Bibliotheconomy, Records management or Any other related field.</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Analytical and result oriented skills. - Good communication skills - Good interpersonal skills. - Good organizational Skills. - Computer Skills - records management skills



29.	Site engineer (16)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Monitor daily activities of all construction works of assigned sites. 2. Monitor and Control of Materials and sites Stores and coordinate material delivery process to ensure continuous and smooth field works. 3. Ensure that records are accurate and comply with organizational and legal requirements. 4. Coordinate and deliver daily activities report and accurate recordings of various construction sites assigned. 5. Assist in the planning and sequencing of the construction operations per the Project Quality Plan. 6. Ensure the observation and continuous respect of the quality assurance, the standards, and regulations of planned activities of the sites. 7. Assist the project engineer in management of EDCL logistics and asset at the sites. 8. Ensure the monthly, weekly, and daily work plan with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence. 9. Monitor and evaluate all activities of assigned sites for effectiveness, completeness, and compliance with safety standards by inspecting work and providing feedback. 10. Undertake review of the project progress and ensure its timely completion. 11. Cooperate and communicate effectively with project engineer and other project participants to provide technical support and assistance whenever needed. 12. Act as liaison between projects engineer and sites workers. 13. Ensure the teamwork and motivation of all site workers. 14. Performs related work as may be required. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree electrical engineering, power engineering, electromechanical engineering, renewable energy, or any other closely related field</p> <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> - Good interpersonal skills - Attention to detail. - Communication skills (written and verbal) - People management. - Flexibility.
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MODE OF APPLICATION

1. A duly signed application letter addressed to the Managing Director of Energy Development Corporation Limited (EDCL).
2. Updated detailed Curriculum Vitae (CV).
3. Copies of both academic and professional certificates.
4. Proof of related experience/valid work certificates.
5. Names and addresses of at least three (3) referees.
6. Copy of Identity Card (ID).

The above required documents should be submitted electronically to the following e-mail: edclrecruitment@edcl.reg.rw not later than 23 / 02 / 2024 latest **05:00 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.

Done at Kigali on 06 / 02 / 2024

Felix GAKUBA
Managing Director

