

Job Advertisement

The management of Rwanda Energy Group Limited (**REG Ltd**) informs the public that it is recruiting competent, qualified and experienced staff to the following position:

No	Position	Number Required	Job requirement
1	Communication Manager	1	<p><u>Job Summary</u></p> <p>The Communication Manager is responsible for the development of an efficient Corporate Communications practice where stakeholders have access to relevant information.</p> <p><u>Educational Requirements:</u></p> <ul style="list-style-type: none"> • Master's degree in public relations, Journalism, Communication, Marketing with 3 years working experience in relevant field. <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in public relations, journalism, communication, marketing with 5 years working experience in relevant field. <p><u>Additional skills</u></p> <ul style="list-style-type: none"> • Extensive knowledge of branding principles and tactics through multimedia including the Web. • Good written and oral communications skills • Strong interpersonal skills • Ability to multitask and complete simultaneous tasks within compressed timeframes. • Proven ability to design, develop and implement both communications and strategic programs and supporting tactics. • Ability to understand technical and business concepts and express these concepts in a clear, concise manner
2	Risk Manager	1	<p><u>Job Summary</u></p> <p>The Risk Manager is responsible for communicating risk policies and processes for the company by providing hands-on development of risk models involving operational risk,</p>

			<p>market, assure controls are operating effectively, and provide research and analytical support.</p> <p><u>Educational Requirements:</u></p> <ul style="list-style-type: none"> • Master’s degree in risk management, Business Management, Economics, applied statistics, insurance management with a relevant experience of 3 years in Risk management field, <p>OR</p> <ul style="list-style-type: none"> • Bachelor’s degree in risk management, Business Management, Economics, applied statistics, Insurance Management with a relevant experience of 5 years in Risk management field, <p><u>Additional skills</u></p> <ul style="list-style-type: none"> • Certified Risk Manager (CRM) • Financial Risk Manager (FRM) • Good Organizational skills, Good Communication skills • Problem solving skills • Interpersonal skills and Team player • Good analytical skills Thorough understanding of the business or organization's goals and values • Computer, data entry and MS Office skills • Excellent communication skills, both written and spoken • Ability to handle private, sensitive, confidential information appropriately. • Knowledge of risk assessment and control • Solid research skills using the internet and first-person interviews • Experience working with insurance policies
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Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degrees;
4. A photocopy of the Identity card/Passport;
5. Full addresses of three referees, including preferably one of previous supervisors.
6. Proof of Experience (Work Certificate (s))

Submission of Applications

Interested and qualified candidates should submit their soft copy application documents addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: regrecruitment@reg.rw not later than **04/05/2024** at **05:00 PM**. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for these positions, please visit our website on www.reg.rw.

Job applications and attachments must be scanned as ONE single PDF document for easy download and analysis of applications.

Note: *“REG is an equal opportunity employer. As part of its Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage women to apply. Special consideration will be given to qualified women applicants.”*

Done at Kigali, on 26/04/2024

Armand ZINGIRO
Chief Executive Officer

1. Terms of references for Communication Manager

JOB DETAILS	
Job Title: Communication Manager	Supervisor Title: External Link Coordinator
Department: External Links	
Current Level: Manager	

KEY Job summary: Description of the purpose of the job

To set and implement internal /external quality requirements and to coordinate quality, standards and procedures across REG to ensure company assets/ products/services meet customer expectations and have the primary responsibility of developing and maintaining work and products quality standards according to and in line with the corporate strategic objectives.

KEY RESPONSIBILITIES:

Strategic Planning and Management

1. Lead the research, development and implementation of a Communication strategy, standards and practices organisational-wide that elicit, as well as promote the ethos of the organisation
2. Produce an annual corporate communications plan, incorporating corporate campaigns and departmental-based campaigns which need to be published on an ongoing basis
3. Manage all the existing communications functions of REG within one centralized team, and incorporate, where appropriate, the budgets associated with directorate based communications activities
4. Oversee the development of an intranet and company website and production of a web strategy that supports the corporate ICT strategy and makes greater use of emerging technologies including social media

Communications and Corporate Relations

5. Support organizational change ensuring the appropriate systems of performance and development, communications, equality impact assessment, monitoring and review are in place
6. Provide support to the organisation's officers and members in the exercise of their various Communications related activities, and maintain a close and supportive working relationship with the line manager, and CEO
7. Deliver targeted campaigns to REG customers and the community, including those necessary to promote progress on the Group's key pledges and other priorities.

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8. Manage all aspects of the REG's website and intranet to a high standard, and produce user friendly e-products in the light of the REG user feedback.
 9. Take the lead in Emergency Disaster Management communication and deliver robust internal communications during a period of significant change and uncertainty across the organisation.
 10. Plan and conduct public opinion on the program implementation for further improvement

Educational Requirements:

- Master's degree in public relations, journalism, communication, marketing with 3 years working experience in relevant field OR
- Bachelor's degree in public relations, journalism, communication, marketing with 5 years working experience in relevant field.

Additional skills:

- Extensive knowledge of branding principles and tactics through multimedia including the Web.
- Good written and oral communications skills
- Strong interpersonal skills
- Ability to multitask and complete simultaneous tasks within compressed timeframes.
- Proven ability to design, develop and implement both communications and strategic programs and supporting tactics.
- Ability to understand technical and business concepts and express these concepts in a clear, concise manner

2. Terms of references for Risk Manager

JOB DETAILS	
Job Title: Risk Manager	Supervisor Title: Director of Strategic Planning
Department: Strategic Planning	
Current Level: Manager	

KEY Job summary: Description of the purpose of the job

The energy Research Officer is responsible for assisting in locating, gathering, and analyzing energy data in a proficient and timely manner, to provide information and analysis to REG and/or Stakeholders.

KEY RESPONSIBILITIES:

Technical Delivery

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

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

Educational Requirements:

- Master's degree in risk management, Business Management, Economics, applied statistics, insurance management with a relevant experience of 3 years in Risk management field, OR
- Bachelor's degree in risk management, Business Management, Economics, applied statistics, Insurance Management with a relevant experience of 5 years in Risk management field,

Additional skills:

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