

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	Quality Assurance & Standards Specialist	1	<p><u>Job Summary</u></p> <p>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.</p> <p><u>Educational Requirements:</u></p> <ul style="list-style-type: none"> • Master's degree in electrical, Power Engineering, electronics engineering qualification with 1 years working experience in Quality Assurance Assessment relevant field. <p>OR</p> <p>Bachelor's degree in electrical, Power Engineering, electronics engineering qualification with 3 years working experience in Quality Assurance Assessment relevant field</p> <p><u>Additional skills</u></p> <ul style="list-style-type: none"> • Have strong knowledge of software QA methodologies, tools, and processes. • Knowledge of the electricity systems product: Having a good understanding of the design of system will enable to perform a better test on it • Leadership skills, Good Organizational skills, Good Communication skills, Problem solving skills.
2	Energy Research Officer	1	<p><u>Job Summary</u></p> <p>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.</p>

		<p><u>Educational Requirements:</u> Bachelor's degree in electrical engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 1 years of relevant experience</p> <p><u>Additional skills</u></p> <ul style="list-style-type: none"> • Good knowledge of technology and innovation in the Energy sector. • Strong information Analytical skills • Formulate plans to stay at top of industry • Quality standard enforcement • Ability to cooperate with staff members and other departments • Time management and planning skills
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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 **12/03/2024 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 05/03/2024

Armand ZINGIRO
Chief Executive Officer

1. Terms of reference for Quality Assurance & Standards Specialist

JOB DETAILS	
Job Title: Quality Assurance & Standards Specialist	Supervisor Title: Group Strategic Planning Director
Department: Group Strategic Planning	Unit:
Current Level: Specialist	Coordinates with: QA and Standards Specialists in EUCL and EDCL

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:

Technical Delivery

- To set standards and procedures to ensure quality of products, designs and implementation
- Lead the monitoring and evaluation of design, specifications, materials, procedures and installation of equipment and take corrective measures if quality standards are not met
- Create standard procedures for quality monitoring and evaluation of all equipment testing and commissioning
- Evaluate specification, requirements, and technical design documents to provide prompt and valuable feedback
- Develop detailed and well-structured test cases and plans
- Estimate, prioritize, plan, and coordinate testing activities
- Design, develop, and execute automation scripts using open source tools
- Find, record, track deficiencies, and perform thorough documentation
- Lead the process of detailed regression testing after deficiencies have been resolved
- Develop and apply testing processes for new and existing products to meet Utility needs
- Investigate the causes of non-conforming software and train users to implement solutions
- Stay knowledgeable of new testing tools and strategies
- Liaise with internal/External teams like constructors and operator managers to identify system requirements
- Partner with business resources, system analyst, designers, and project managers to ensure that quality assurance processes and timelines are incorporated
- Identify resource needs, effectively plan, define test strategy, provide quality assurance estimate, and provide test management and test reporting throughout the testing cycle
- Train employees in inspection, statistical, and problem-solving techniques.

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- Monitor product development/installation processes to identify deviations from quality policies
 - Conduct internal/External sample tests to verify the quality of fuel for electrical generation
 - Review existing process and product specification to identify the need for improvement or upgrade
 - Approve compliant products and reject defective ones
 - Prepare and present reports to update upper management on quality activities
 - Maintain proper records of quality test, procedures and standards.

Leadership

- Supervise technicians, inspectors, and other company staff to ensure they perform their duties in line with established quality procedures
- Organize training for quality assurance staff to enhance their skill and knowledge of product quality requirements.
- Conduct quality audits to make sure set quality policies and procedures are being adhered.
- Assist external quality auditors in coordinating on-site audits.
- Collecting and compiling relevant quality statistical data is also part of the quality manager description
- Proper recommendations to company management on ways to improve on existing quality processes

Educational Requirements:

- Bachelor's degree in electrical, Power Engineering, electronics engineering qualification with 3 years working experience in Quality Assurance Assessment relevant field or
- Master's degree in electrical, Power Engineering, electronics engineering qualification with 2 years working experience in Quality Assurance Assessment relevant field.
- Experience in writing clear, concise, and comprehensive test plans and cases
- Have strong knowledge of software QA methodologies, tools, and processes
- Knowledge of the electricity systems product: Having a good understanding of the design of system will enable to perform a better test on it.

Additional skills:

- Leadership skills
- Good Organizational skills
- Good Communication skills
- Problem solving skills
- Interpersonal skills
- Team player
- Good analytical skills
- Flexibility at work

2. Terms of reference for Energy Research Officer

JOB DETAILS	
Job Title: Energy Research Officer	Supervisor Title: Energy research specialist
Department: Research and Development	Unit: Science and Technology innovation
Current Level: Officer	

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

- Assisting in presenting forecasting reports, data, and information on trends in an easy to understand and useful format, as well as utilizing the information they have gathered and knowledge of the industry to proffer recommendations to the organization or its clients as needed
- Collect and organize various energy data sources, develop analysis into processes, and improve existing processes in an organization.
- Work with large data sets to develop and execute long-term Measurement and Verification (M&V) plans for evaluating energy performance and building operations, measuring energy savings, and tracking project performance.
- Assist in undertaking research to identify relevant market changes and respond to client and internal inquiries.
- Support energy sales efforts with a focus on commercial and industrial energy consumers
- Generate insights on matters relating to energy markets
- Provide news and content on energy market developments, with technical analysis of market trends to assist the sales team and customers

Educational Requirements:

- Bachelor's degree in electrical engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 1 years of relevant experience

Additional skills:

- Good knowledge of technology and innovation in the Energy sector.
- Strong information Analytical skills

- Formulate plans to stay at top of industry
- Quality standard enforcement
- Ability to cooperate with staff members and other departments
- Time management and planning skills