



JOB ADVERTISEMENT

The management of **Energy Utility Corporation Limited (EUCL)** informs the public that it is recruiting competent, qualified and experienced staff to fill the following positions:

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	Head Budgeting and Reporting	01	<p><u>Key Responsibilities:</u></p> <ol style="list-style-type: none"> 1 Implement, monitor and evaluate budget policies and procedures, and make recommendations as necessary 2 Research, analyze, evaluate and develop findings and make recommendations involving complex budget and financial management issues 3 Develop monthly and annual budget performance reports for management's attention <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1 Bachelor's Degree (A0) in Finance, Business, Commerce, Accounting, Business Administration, other related field 2 Full professional qualification (ACMA, ACCA, CPA, CA...) 3 At least five (05) years' experience in a Finance/ Accounting role
2	Manager Administration	01	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1 Direct, control and supervise the provisioning and functioning of voice and telephones services across the organisation. 2 Direct, control and supervise the provision of utilities such as water and electricity to the organisation premises. 3 Review and verify utility bills for relevancy and ensure their timely settlement in line with organisation's procedures and best practice. <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in , Business Administration, Procurement or a full professional qualification in procurement and; 2. At least 5 years' experience in an Administration or procurement role.
3	Civil Engineer	01	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1. Coordinate a small team of technicians in construction, maintenance and repairs of EUCL/REG infrastructure. 2. Manage the company's facilities on daily basis to ensure that they are well looked after and timely maintained; 3. Identify, in collaboration with relevant departments, and inspect company's infrastructure that needs to be rehabilitated and report to

			<p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1. A0 in Civil Engineering from a recognized university 2. At least 2 years of experience in construction 3. Certificate(s) in the civil engineering industry is an added value
4	Customer Care Officer	03	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1 Handle billing inquiries and service requests 2 Explain electric and natural gas charges to our customers 3 Offer advice about how our customers can save energy and money 4 Resolve billing or service complaints and refers grievances to designated departments for investigation. <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in Business Administration 2. At least 2 years of experience in a similar role
5	Energy Efficiency Officer	01	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1. Lead in the implementation and coordination of the Organization's Energy Efficiency and affordable energy strategy and action plan, working with colleagues and external partners. 2. Identify, develop and implement opportunities, including access to external funding, to further and promote the organization's work on energy efficiency and loss reduction. 3. Create and implement a framework of policies and procedures that advance the EUCL's energy efficiency objectives. <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1 Bachelor's Degree (A0) in Electrical Engineering; and 2 At least 3 years of experience in a similar role
6	Investigator	02	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1. Conducting investigations into allegations of fraud, waste or abuse committed by clients, contractors, staff or fraudsters against the company. 2. Reviewing and researching evidence/documents to analyze the overall fact pattern of claim and synthesize data into a professional report with recommendations

			<p>3. Preparing and coordinating field assignments to obtain relevant evidence and information</p> <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1. Proven working experience of 3 years in related field 2. Bachelors degree in a related field (e.g. Law, criminal justice, risk management.) 3. Strong interpersonal and communication skills including the ability to interact with clients, upper management and law enforcement
7	Standards Monitoring Officer	02	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1. The unit staff examines the order of the network, inspects transformer points and communal re-metering to identify and remedy noncompliance with technical specifications that may facilitate electricity theft. 2. Inspects and oversees the performance of contracting organizations. 3. Inspects the timeliness and quality of contractors' work as well as the validity of expenditures charged to the Company. <p><u>Required Education Background & Experience:</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in Electrical Engineering; and 2. At least 3 years of experience in a similar role
8	Store Keeper	08	<p><u>Key responsibilities:</u></p> <ol style="list-style-type: none"> 1. Receive and inspect all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received. 2. Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries. 3. Fill supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff. 4. Receive store, tag and track surplus property; prepares property lists for items to be sold at auction. <p><u>Required Education background & Experience:</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in Business Administration, Commerce, Finance, Accounting; and 2. At least 2 years of experience in a similar Finance role or logistics

Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degree;
4. A photocopy of the Identity card;
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 applications addressed to the **MANAGING DIRECTOR of EUCL Ltd** through this e-mail address: recruitment@eucl.req.rw not later than **23rd June 2020** at **05:00 P.M.** Hard copies are not accepted. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for this position, please visit our website on www.req.rw

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 **08th June 2020.**

Armand ZINGIRO
Ag. Managing Director