

Kigali, 08/10/2020

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JOB ADVERTISEMENT

The International Development Association (IDA) has signed the Financing Agreement with the Republic of Rwanda to implement the “Energy Access and quality improvement Project”. In the above context, Energy Development Corporation Limited (EDCL) a subsidiary of Rwanda Energy Group (REG) as the key implementer of the Project Agreement linked to the above Financing Agreement, seeks to recruit qualified and competent staff on the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Project Coordinator	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Coordinate project activities with stakeholders including funding institutions and suppliers to build a consensus around projects activities and strategies. • Supervise the projects staff, consultants and Contractors. • Ensure that procurement plans are implemented and updated from time to time as required. • Coordinate the preparation, implementation and revision of work plans and budget of the program. • Ensure that projects activities are related to the agreed performance indicators to measure results and meets all standards. • Coordinate and ensure that environmental and social risks and impacts management procedures of the program are efficiently and effectively applied. • Maintain adequate records of projects activities. • Prepare project reports including the Financial, physical progress, social and environmental, mid-term review reports and any other report that may be required • Ensure that construction works under the projects are

		<p>executed as planned.</p> <ul style="list-style-type: none"> • Implement defined strategies to increase electricity connectivity to reach agreed targeted new customers in the projects area in accordance with GoR priorities. • Ensure that new customers are well registered and automatically transferred in REG system. • Enforce least cost technology and apply appropriate standards in the infrastructure application. • Put in place necessary processes and systems to ensure efficiency and effectiveness of the projects. • Use efficiently the GIS in the planning and design to easy projects activities and ensure their prioritization. • Ensure that contractors are implementing activities in accordance with international best practices. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • A Masters’ degree in Engineering, Business administration, and/or related fields with an experience in power sector of 3 years or a bachelor’s degree with an experience of 5 years in power sector. • Having a senior managerial experience of at least 3 years. • The experience must focus in at least one of the following areas: Projects Management, energy sector technologies, energy policy and regulation, rural electrification. and renewable energy. • Having experience in financial reporting and handling environmental and social safeguards issues. • Having a good knowledge of Rwanda electricity network is an added advantage. • Hands-on project management experience, an ability to efficiently manage many activities simultaneously, a fair for problem-solving and an ability to self-navigate through complex bureaucratic environments. • Demonstrated working knowledge of International
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		<p>Financing Institutions.</p> <ul style="list-style-type: none"> • A strong experience of three years in project designs and management of multi-funded projects. • Should ideally be fluent either in English or French and knowledge of both languages will be an added value. <p>Additional skills</p> <ul style="list-style-type: none"> ✓ Leadership ✓ Managing performance ✓ Technological awareness ✓ Communication and Teamwork ✓ Time management ✓ Judgement and Decision-making skills ✓ Complex problem solving
2.	Program Manager	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Coordinate program activities with stakeholders including funding institutions (World Bank, African Development Bank, EIB, AFD, Saudi Funds and OFID) and suppliers to build a consensus around program activities and strategies. This will be achieved in collaboration with the Rwanda Energy Group (REG) and the Energy sector working group. • Contract and supervise the Program staff, consultants and Contractors. • Contract and supervise the selected training provider in the implementation of the capacity building activities of the program. • Ensure that procurement plans are prepared, implemented and updated from time to time as required. • Coordinate the preparation, implementation and revision of work plans and budget of the program. • Ensure that program activities are related to the agreed performance indicators to measure results.

		<ul style="list-style-type: none"> • Ensure the establishment of adequate fiduciary procedures (financial management and procurement) including internal control procedures within Program. • Maintains adequate records of program activities. • Ensure that all contracting, procurement, disbursements and financial management functions at all level of the program are carried out in accordance with established rules and regulations set by the corresponding funding entities. • Carry out of periodic checks of financial records and physical evidence of expenditures. • Submit appropriate justification (financial reports, bank reconciliation statements and other reasonable documentation) to all funding entities. • Ensure complete files for all procurement records are maintained. • Operate the program accounts. • Manage and ensure that environmental and social risks and impacts management procedures of the program are efficiently and effectively applied. • Prepare program reports including the Financial, physical progress, social and environmental, mid-term review reports and any other report that may be required. • Ensure that construction works under the program are executed as planned. • Implement defined strategies to increase electricity connectivity to reach agreed targeted new customers in accordance with GoR priorities. • Ensure that new customers are well registered and automatically transferred in REG system. • Enforce least cost technology and apply appropriate standards in the infrastructure application. • Put in place necessary processes and systems to ensure efficiency and effectiveness of the program.
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MODE OF APPLICATION

Duly signed application letters addressed to the Managing Director of Energy Development Corporation Limited (EDCL) together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to edclrecruitment@edcl.reg.rw not later than **Wednesday 28/10/2020** latest **5:00 P.M.**

Note:

- 1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job application letter to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a MUST for pre-selection.**
- 2. Your job application and its attachments MUST be scanned as ONE single pdf document for easy download & analysis of applications**
- 3. ONLY online applications will be received on the above mentioned email. No hardcopy applications will be received.**
- 4. REG is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage female candidates to apply. Special consideration will be given to qualified female candidates**

Done at Kigali on 08/10/2020

Felix GAKUBA
Managing Director