



Kigali, 09/03/2021.

Ref:11.07.023../357../21/MD-EDCL/ FG/RJG/ar

### **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.	<b>Manager Services</b> <b>Legal</b>	<b>Strategic Management</b> <ul style="list-style-type: none"><li>• Develop legal policies, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Corporation Limited</li><li>• Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders</li><li>• Take the lead in the development and reviewing of various policies for Energy Development Corporation Limited</li></ul> <b>Advisory Services</b> <ul style="list-style-type: none"><li>• Provide a legal support to all other departments in the organisation</li><li>• 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.</li><li>• Prepare the legal documents engaging the organisation and this includes the internal rules and regulations and manuals among others.</li></ul> <b>Litigations Management</b> <ul style="list-style-type: none"><li>• Identify and mitigate the legal issues</li><li>• Follow up the disputes internally and outside EDCL</li><li>• Represent EDCL in amicable settlements</li><li>• Monitor and report on on-going case before the courts and arbitration</li></ul> <b>Legal Services</b> <ul style="list-style-type: none"><li>• Liaise with EDCL's outside counsels and attorneys in settlement of legal disputes and provide legal advice</li><li>• Prepare legal opinions, review and undertake research on matters relating to the mandate of the Authority.</li></ul> <b>Leadership</b>

		<ul style="list-style-type: none"> <li>• 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</li> </ul> <p>Develop a section annual work plan and financial budget and monitor their implementation in line with EDCL Business plan</p> <p><b><u>Qualifications and experience</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (A0) in law with or a full professional qualification in law. Possession of a Master's degree will be an added advantage</li> </ul> <p>At least 5 years of proven experience in a legal position with a busy public or private company</p>
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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](mailto:edclrecruitment@edcl.reg.rw) not later than **24/03/2021** latest **5:00 P.M.**

**Note:**

- 1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job applications 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 mentioned above 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 09/03/2021

**Felix GAKUBA**  
**Managing Director**