

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 positions:

No	Position	Number Required	Job requirement
1	Corporate Planning Manager	1	<ul style="list-style-type: none"> • A Master's degree in Energy economics, Electrical or Power engineering or in a related discipline with a minimum of 3 years' experience in a Senior position in the Utility Planning environment <li style="text-align: center;">OR • A Bachelor's degree in Energy economics, Electrical or Power engineering or in a related discipline with a minimum of 5 years' experience in a Senior position in the Utility Planning environment • Experience in writing clear, concise, and comprehensive project proposals and or investment plans • Bilingualism in English and either French or Kinyarwanda (essential) • A strong knowledge in planning and network analysis tools with working experience of at least 2 years • Knowledge of the electricity systems product and have a good understanding of the exogenic impact on power generation, transmission and distribution • Understanding of financial modeling of the planning issues
2	Risk Specialist	1	<ul style="list-style-type: none"> • Bachelor's degree in electrical, power or environmental engineering with a minimum of 4 years of practical experience in power utility operations • Specific experience of at least 2 years in statistics and or risk assessment and its financial quantification • Knowledge of the electricity systems product and a good understanding of the Environmental/Climatic impact on power Generation, Transmission and Distribution • Bilingual in English and either French or Kinyarwanda (essential)

3	Monitoring & Evaluation Specialist	1	<ul style="list-style-type: none"> • Bachelor's Degree (A0) in Economics, Project Management, Project Planning, Monitoring & Evaluation, Electrical or Power engineering with at least four (4) years of experience in M&E role preferably in Projects <p>OR</p> <ul style="list-style-type: none"> • A Master's Degree in any of the above field or any other relevant qualification with at least two (2) years of experience in M&E role preferably in Projects. • Bilingualism in English and either French or Kinyarwanda (essential); • A strong knowledge of software of M&E methodologies, tools, and processes • Good data analysis skills • Strong knowledge in preparation of M&E reports and any other M&E Related document, • Knowledge of energy sector is essential
4	Corporate Planning Specialist	1	<ul style="list-style-type: none"> • A Bachelor's degree in finance, business, financial engineering or energy economics with a minimum of 3 years' practical experience in a job that requires a lot of financial modelling and or investment analysis • Experience in writing clear, concise, and comprehensive project proposals and or investment plans • Bilingualism in English and either French or Kinyarwanda (essential) • Knowledge of the energy sector would be an added value
5	Compliance Analyst	1	<ul style="list-style-type: none"> • A Bachelor's degree in law. With at a minimum of 3 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm. Having a master's degree in law will be an added advantage; • Excellent analytical and contract drafting skills • Excellent written and oral communication skills in English; the knowledge of French is an added value,

			<ul style="list-style-type: none">• Excellent presentation skills including a demonstrated ability to communicate complex ideas clearly and tactfully to a variety of audiences• Ability to work in a multicultural working environment.
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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 applications addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: regrecruitment@reg.rw not later than **15/03/2021** 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

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 01/03/2021

Ron WEISS
Chief Executive Officer

1. Terms of reference for Corporate Planning Manager

JOB DETAILS	
Job Title: Corporate Planning Manager	Supervisor/Manager Title: Strategic Planning Director
Department: Group Strategic Planning	Unit:
Current Level: Manager	Supervises: Energy Planning Engineer & Corporate Planning Specialist

Job summary: Description of the purpose of the job

To direct and manage the development of company long term strategic plan and business plans as well as to assist in monitoring the implementation progress of the plans with the objective to ensure the alignment between the developed business plan and company strategy, in accordance with budgetary guidelines and rules of the Company.

KEY RESPONSIBILITIES:

1. **Technical Delivery**

- Assist in developing the long-term company strategic plan in order to materialize company's vision and objectives.
- Ensure development of the company's business plan and action plans through providing them with the proper guideline and information to ensure the alignment of business plan with the company's strategic plan.
- Monitor the implementation of the short-term action Plans and the long-term strategic plan and intervene in case if not met by advising correcting measures.
- Follow up the execution of the budget by proposing initiatives to control expenditures in alignment with the business plan and in consideration of the budget limit
- Prepare investment plans and or project proposals in agreement with the company strategic plan and business plan
- Work in coordination with internal and external business arrangement to ensure alignment between shareholder requirement and developed business plan

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- Report to the management any planning activities on a regular basis to allow the management to have first-hand information for their decision making.
 - Plan ahead of the exogenic influences that may influence the strategic planning.
 - Provide a process for identification, evaluation, categorization, prioritization and documentation of the deviation of the planning impact.
 - Network Planning:
 - Coordinate with other stakeholders to ensure Generation, Transmission and Distribution improvements satisfy load growth and reliability requirements and are aligned to the Energy Sector Strategic Plan;
 - Create and update the demand forecast on regular basis;
 - Ensure the network is designed to accommodate the natural incremental growth of customers;
 - Ensure network is able to meet current load within acceptable quality of supply;
 - Lead the Network development/upgrade planning to ensure the network will meet demand projections;
 - Update and keep a database of standards, procedures and specifications to the latest economical technology;
 - Ensure availability of network by considering optimum contingency;
 - Coordinate with the Planning departments of subsidiaries EDCL and EUCL and regular update the group coordinator
 - Lead the regular Review of the Rwanda short-term, mid-term and long-term Least Cost Power Development Plan and the Masterplan
 - Lead the regular review of the Transmission Master Plan
 - Lead the regular review and of the Distribution Master Plan
 - Lead the regular review of the National Electrification Plan
 - Network Development
 - Lead the development and coordination of the capital investment plan to meet the required network extensions/upgrade;
 - Lead the development and maintenance of up to date Standards and specifications for materials and equipment;

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- Ensure Compliance with established standards, specifications and procedures;
 - Coordinate and monitor GIS activities within EUCL and EDCL.
 - Ensure that all as-built data is update in the GIS database timely and correctly.
 - Assess, coordinate and verify the GIS Asset database to be correct and up to date.
- Prepare department budget by providing input into the corporate Budget
 - Evaluation of subordinates, by appraisal of the performance the employees under your control to meet the departmental business target.
 - Compile the department initiatives and present them to the management.
 - Any other related duties that may arise on instruction of Senior Management.

2. Leadership

- Regularly update the Management on the implementation status of the strategic plan and action plans and the involved budget impact
- Support the management in review and development of the Strategic Plan
- Support the management in implementing the Action plan in line with the Strategic plan.
- Support the group management in planning issues arising from Corporate or from external influences
- Provide training to the specialists and engineers on planning tools and awareness in the Electricity generation Transmission and Distribution plans
- Capacity Building of Subordinates in all leadership skills
- Assess, analyze and mitigate performance of Subordinates

Educational Requirements:

- A Master's degree in Energy economics, Electrical or Power engineering or in a related discipline with a minimum of 3 years' experience in a Senior position in the Utility Planning environment

OR

- A Bachelor's degree in Energy economics, Electrical or Power engineering or in a related discipline with a minimum of 5 years' experience in a Senior position in the Utility Planning environment
- Experience in writing clear, concise, and comprehensive project proposals and or investment plans
- Bilingualism in English and either French or Kinyarwanda (essential)
- A strong knowledge in planning and network analysis tools with working experience of at least 2 years

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- Knowledge of the electricity systems product and have a good understanding of the exogenic impact on power generation, transmission and distribution
 - Understanding of financial modeling of the planning issues

Additional skills: In addition to the experience and educational requirements listed above

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

Operational Safety

- Ensure no harm to REG staff, customers, wider public and equipment as a result of generation, transmission and distribution of electricity,
- Contribute towards developing and Maintaining REG Electrical Safety Policy, Procedures and Systems;
- Ensure compliance with the REG Electrical Safety Policy, Procedures and Systems;
- Actively communicate and create awareness of REG Electrical Safety Policy, Procedures and Systems across the staff, customers and the general Rwanda Public;
- Ensure All Staff are fully capable to execute their duties in compliance with the REG Electrical Safety Policy, Procedures and Systems.
- Ensure compliance with the reporting, record keeping and review of safety related activities and incidents

2. Terms of reference for Risk Management Specialist

JOB DETAILS	
Job Title: Risk Management Specialist	Supervisor/Manager Title: Strategic Planning Director
Department: Group Strategic Planning	Unit:
Current Level: Specialist	Coordinates with: PROJECT MANAGERS, PROJECT IMPLEMENTATION UNIT, QA SPECIALISTS, FINANCE SPECIALISTS

Job summary: Description of the purpose of the job

To identify potential problems at the Utility before they occur so that risk-handling activities may be planned and invoked as needed across the life of the assets or ongoing project to mitigate adverse impacts on achieving objectives according to and in line with the corporate strategic objectives.

KEY RESPONSIBILITIES:

Technical Delivery

- Plan, design and implement an overall risk management process for REG
- Make risk assessments by analysing risks as well as identifying, describing and estimating the risks affecting REG business
- Develop a process to determine risk sources and categories, by examining changing situation over time and identify the circumstances that can impact the ability of projects to meet objectives
- Constantly assess risk in project planning, execution, finance
- Constantly assess risk to personnel and equipment on-site and off-site
- Constantly monitor the risk in network operations
- Provide a process to define the parameters used to analyze and categorize risks, and the parameters used to control the risk management effort, provide risk evaluation, categorization, and prioritization criteria and risk management
- Create a process to establish and maintain the strategy to be used for risk management, such as:
 - (1) The scope of the risk management effort,
 - (2) Methods and tools to be used for risk identification, risk analysis, risk mitigation, risk monitoring, and communication,

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- (3) Project-specific sources of risks,
 - (4) How these risks are to be organized, categorized, compared, and consolidated,
 - (5) Parameters, including likelihood, consequence, and thresholds, for acting on identified risks,
 - (6) Risk mitigation techniques to be used, such as prototyping, simulation, alternative designs, or evolutionary development,
 - (7) Definition of risk measures to monitor the status of the risks, and
 - (8) Time intervals for risk monitoring or reassessment.
- Provide a process to identify, evaluate, categorize, prioritize and document the risks
 - Monitor on the regular basis the status of each risk periodically
 - Prepare a risk mitigation plan and a risk Management strategy
 - Establish and maintain an organizational policy for planning and performing the risk management process
 - Create or acquire a risk management database, risk mitigation tools, prototyping, modeling and simulation ability
 - Monitor and control the risk management process against the plan for performing the process and take appropriate corrective action.
 - Work close with the project managers and establish
 - (1) Risk Tracking and reporting
 - (2) Risk Identification
 - (3) Risk Management Planning
 - (4) Qualitative Risk Analysis
 - (5) Quantitative risk analysis
 - (6) Risk monitoring/Control
 - (7) Risk response planning
 - (8) Risk Mitigation
 - (9) Risk contingency planning
 - Monitor and control the risk on Projects in environment impact
 - Prepare risk assessment guidance for Utility operational and planning projects usable by Management
 - Prepare a risk assessment work plan

Leadership

- Regularly update the Management on the project risk and the financial impact involved with it.

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- Conduct regulatory penalty calculation on power outage. Or disruption and mitigate the risk with the Utility Management
 - Water level risks in dry season and peat exploitation in rain season risk management of Power plants information provided to the group strategic planning coordination.
 - Provide training to the specialists and engineers on risk awareness in the Electricity generation Transmission and Distribution.

Educational Requirements:

- Bachelor's degree in electrical, power or environmental engineering with a minimum of 4 years of practical experience in power utility operations
- Specific experience of at least 2 years in statistics and or risk assessment and its financial quantification
- Knowledge of the electricity systems product and a good understanding of the Environmental/Climatic impact on power Generation, Transmission and Distribution
- Bilingual in English and either French or Kinyarwanda (essential)

Additional skills: In addition to the experience and educational requirements listed above

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

Operational Safety

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3. Terms of reference for Monitoring & Evaluation Specialist

JOB DETAILS	
Job Title: Monitoring & Evaluation Specialist	Supervisor/Manager Title: Monitoring & Evaluation Manager
Department: Group Strategic Planning	Unit:
Current Level: Specialist	Coordinates with: M\$E Specialists in EUCL and EDCL

Job summary: Description of the purpose of the job

The Monitoring and Evaluation (M&E) Specialist is required to develop a comprehensive monitoring and evaluation framework and road map related to the implementation of projects, programs and budget of all project development throughout. She/he will support in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established throughout REG according to and in line with the corporate strategic objectives.

KEY RESPONSIBILITIES:

Technical Delivery

- Work closely and have regular meetings with Project Managers and M&E Specialists in EUCL and EDCL to track projects progress against plans as well as assessing, evaluating achievements and mitigating any project delivery risk.
- Set up M&E systems for the design, planning, management and monitoring and evaluation of projects / programs within identified priority areas and assists EUCL/EARP/EDCL in the implementation of these systems.
- Assess project and identify potential delivery risk and propose mitigation measures.
- Contribute to the development and implementation of project monitoring and evaluation strategies.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Define and propose the key project performance indicators (KPI) and monitor them throughout the duration of the projects.
- Formulate of M&E recommendations for improving project implementation
- Review the implementation of M&E systems within REG, EUCL & EDCL.

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- Keep constantly informed of developments in projects changes and progress in order to advise and recommend tools and strategies to increase projects performances and results.
 - Collect, compile and analyze data from different reports submitted by projects managers
 - Review and analyze weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
 - Perform regular field visits to ensure the quality of data collected and to verify the accuracy of reported data.
 - Support and participate in program and project evaluations
 - Review M&E findings and provide recommendations to the decision-makers.
 - Support project/program staff on ways to properly document, organize and capture project/program progress.
 - Design capacity building initiatives, such as workshops and training programs for EUCL/EDCL, to facilitate a culture of results-based management.
 - Undertakes research on best practices and trends in M&E to keep up-to-date of modern best practices and makes recommendations for their inclusion in current and future projects, programs and policies.
 - Ensure that Senior Management data queries are addressed in an accurate and timely manner
 - Coordinate the preparation of Annual Action Plans and ensuring alignment with program strategy, agreement on annual targets and inclusion of M&E activities in the work plan.
 - Assist Program Development/Project Management in establishing log frames, M&E work plans, and targets (IMIHIGO) during the drafting new project proposals as well as throughout project implementation
 - Prepare detailed M&E Work plan, and corresponding budget plan
 - Perform any other related work as may be required by the supervisor.

Leadership

- Coordinate the M&E functions with other M&E specialists (EDCL and EUCL).
- Knowledge transfer to other M&E Specialists in REG.
- Conduct quality inspections to make sure set quality policies and procedures are being adhered as planned.
- Assist external quality auditors in coordinating on-site audits.
- Proper recommendations to company management on ways to improve on existing quality processes

Educational Requirements:

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- Bachelor's Degree (A0) in Economics, Project Management, Project Planning, Monitoring & Evaluation, Electrical or Power engineering with at least four (4) years of experience in M&E role preferably in Projects

OR

- A Master's Degree in any of the above field or any other relevant qualification with at least two (2) years of experience in M&E role preferably in Projects.
- Bilingualism in English and either French or Kinyarwanda (essential);
- A strong knowledge of software of M&E methodologies, tools, and processes
- Good data analysis skills
- Strong knowledge in preparation of M&E reports and any other M&E Related document,
- Knowledge of energy sector is essential

Additional skills: In addition to the experience and educational requirements listed above

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

Operational Safety

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4. Terms of reference for Corporate Planning Specialist

JOB DETAILS

Job Title: Corporate Planning Specialist	Supervisor/Manager Title: Corporate Planning Manager
Department: Group Strategic Planning	Unit:
Current Level: Specialist	Supervises:

Job summary: Description of the purpose of the job

To support the development of company long term strategic plan and business plans through examination of economic trends and their impact on REG's investment potential.

KEY RESPONSIBILITIES:

Technical Delivery

- Assist in the development of the company's business plan and action plans through providing them with sound financial modeling and analysis
- Follow up the execution of the budget by proposing initiatives to control expenditures in alignment with the business plan and in consideration of the budget limit
- Assist in preparation of investment plans and or project proposals in agreement with the company strategic plan and business plan
- Work in coordination with internal and external business arrangement to ensure alignment between shareholder requirement and developed business plan
- Assist in the development of the capital investment plan to meet the required network extensions/upgrade;
- Carry out economic and or financial feasibility studies for proposed project investments at REG and advise management accordingly.
- Review economic and or financial viability of existing project investments and programs at REG and advise management accordingly
- Prepare the department's budget by providing input into the corporate Budget
- Any other related duties that may arise on instruction of his/her supervisor.

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- Regularly update the Management on the implementation status of the strategic plan and action plans and the involved budget impact
 - Support the management in review and development of the Strategic Plan
 - Support the management in implementing the Action plan in line with the Strategic plan.

Educational Requirements:

- A Bachelor's degree in finance, business, financial engineering or energy economics with a minimum of 3 years' practical experience in a job that requires a lot of financial modelling and or investment analysis
- Experience in writing clear, concise, and comprehensive project proposals and or investment plans
- Bilingualism in English and either French or Kinyarwanda (essential)
- Knowledge of the energy sector would be an added value

Additional skills: In addition to the experience and educational requirements listed above

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

Operational Safety

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5. Terms of reference for Compliance Analyst

JOB DETAILS

Job Title: Compliance Analyst	Supervisor/Manager Title: Corporate Secretary
Department: Corporate Secretariat	Unit:
Current Level: Manager	Coordinates with: Legal Advisors in EUCL and EDCL

Job summary: Description of the purpose of the job

This role will be responsible for developing, directing and managing the strategic legal activities and overseeing the implementation of good governance principles, compliance and providing statutory and legal advice across the entire organization.

KEY RESPONSIBILITIES:

Technical Delivery

Strategic Management

- 1 Develop legal policies, process and procedures in line with the Rwandan legal system and the strategic objectives of Rwanda Energy Group
- 2 Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders
- 3 Take the lead in the development and reviewing of various policies for Rwanda Energy Group
- 4 Monitor Compliance of Laws, Regulations and other statutory documents across the group

Advisory Services

- 5 Provide guidance on legal and governance issues or matters that may arise for the Organization's compliance with the relevant legislation and best practice.
- 6 Assist in the provision of legal support to all other departments in the organisation

Contract Management and Negotiation

- 7 Lead in the drafting and negotiation of contracts to include contract negotiation in coordination with the Electric Utility legal services.

Review and execute contract documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest.

- Conduct legal analysis and develop recommendations with respect to legal aspects of investment proposals
- Conduct or lead negotiations of investments on behalf of REG and coordination of negotiations with stakeholders.
- Support in the overall negotiation process of all power projects across all sub sectors

Legal Services

Prepare legal opinions and undertake research on matters relating to the mandate of the Authority

8 Undertake periodical review of the procedure manuals and draft the amendments.

Leadership

9 Provide leadership in all legal and regulatory compliance matters

10 Develop a departmental annual work plan and financial budget and monitor their implementation in line with REG Business plan

Educational Requirements:

- A Master's degree in law. A Juris Doctor (JD) in law would be an added advantage.
- At least 5 years of relevant professional experience related to compliance of legal and regulatory documents, working on corporate/commercial transactions in a reputable company or law firm.
- Excellent analytical and contract drafting skills.
- Excellent written and oral communication skills in English; the knowledge of French is an added value.
- Excellent presentation skills including a demonstrated ability to communicate complex ideas clearly and tactfully to a variety of audiences.
- Ability to work in a multicultural working environment.

Additional skills: In addition to the experience and educational requirements listed above

- Good knowledge of Rwandan Laws
- Analytical and investigative skills
- Communication and presentation skills
- High standards of professionalism and integrity
- Result and team oriented
- Ability to work under pressure