



Kigali, 27/08/2021
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JOB ADVERTISEMENT

The World Bank (WB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**Energy Access and Quality Improvement Project (EAQIP)**”. 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.	Senior Procurement Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Review all available projects documents to facilitate the establishment of procurement procedures for the procurement management and implementation of the projects including a simple tracking system to monitor the implementation of procurement activities; • Establish a procurement management system for the PIU, based on the Bank regulation and procedures for procurement under REG for goods, works and services; • In consultation with the project beneficiary unit, prepare and update the projects’ Annual Procurement Plan, detailing contract packages for Works, Goods and Services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity; • Monitor procurement implementation and update the procurement plans prepared at the beginning of the projects annually and whenever it becomes necessary to do so; • Prepare all Bid documents, ensure that due process as per the World Bank procurement Regulation and as mandated by GoR is followed, and follow through on the whole process of procurement from initiation to contracting; • Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest; • In consultation with the projects and technical officers, coordinate

		<p>the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for Works and Goods activities;</p> <ul style="list-style-type: none"> • Participate in evaluation of expressions of interest for short lists, pre-qualification of suppliers and contractors; • Initiate the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds and prior/post review requirements specific to the procurement plan; • Receive bids and participate in bid opening sessions, evaluating goods bids and consultants' proposals, and ensuring that the appropriate regulations are followed to arrive at the recommendations for award in favour of suppliers and consultants; • Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants, in response to regulations; • Prepare the minutes of the Evaluation Panel meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary; • Prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders; • Ensure timely receipt of the Goods, handing over of Works and consultant's monthly status reports; confirming acceptability of goods delivered, Works executed and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due; • Establish a performance monitoring database for all contractors, suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers; • Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorised agents during post-procurement reviews (PPRs); <p>Leadership</p> <ul style="list-style-type: none"> • Provide leadership to the department staff and Supervise and manage their performance and development in line with the Organization's goals, objectives, policies and regulations. <p>Develop a departmental annual work plan and financial budget and monitor their implementation in line with the Business plan</p>
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2.	<p>Senior Corporate Services Specialist/RUEAP (1)</p>	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> ▪ Take responsibility for the procurement processes, ensuring that all steps are properly undertaken, and that procurement files are maintained in accordance with Government and Development Partners' requirements, ▪ Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner, ▪ Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included ▪ implementing the overall M&E and results framework design and related activities – data collection, regular reporting, special studies - within the RUEAP. ▪ Providing timely and relevant information to program Manager ▪ Participate actively in the preparation of annual work plans and Budgets and ensuring alignment with program strategy, agreement on annual targets ▪ Coordinate the preparation of all program reports ▪ Initiate, review, process and follow up on actions related to human resource activities ▪ Provide information and advice to consultants and staff regarding their entitlements, administrative procedures, processes and practices,

		<ul style="list-style-type: none"> ▪ Ensuring consistency in the application of rules and procedures set in the program implementation manual ▪ Ensure appropriate stocktaking reports are timely and regularly prepared; ▪ Ensure the program compliance with the requirements of the environment and social safeguards through the Environmental Management plans (EMPs), Resettlements Action Plans (RAPs) for specific investments and ensuring that such plans are approved by The Rwanda Environmental Management Authority and development partners before contracts can be implemented ▪ Developing environment and resettlement good practice guidelines for use in the planning and design typical investments, supervising land acquisition and resettlement activities to ensure they are complete before civil works are begun and following up investment ▪ operations and ensure that any outstanding environmental or resettlement issues are properly attended to. ▪ Design and deliver or arrange for delivery of an environment and social safeguards capacity building program for the RUEAP. ▪ Undertake any other duty assigned by the RUEAP Program Manager <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • A Bachelor's Degree in Finance, Economics, Management, Administrative Sciences Public Administration or other related field with strong experience of at least five (5) years in related assignments. Or Master's degree in above field with an experience of (3) years. <p>Additional skills</p> <ul style="list-style-type: none"> • Professionalism • Leadership • Managing performance • Technological awareness <p>Communications and Teamwork</p>
3.	<p>Senior Environmental & Social Safeguards Specialist/RUEAP (1)</p>	<p><u>Key roles/responsibilities</u> Objectives and scope of work</p> <ul style="list-style-type: none"> • Provide overall social safeguards oversight during the implementation of the RUEAP, • Support and advise the stakeholders to address a variety of social safeguards issues at all the stages of the implementation of the project,

		<ul style="list-style-type: none"> • Coordinate and participate in Environmental social safeguards related training/awareness raising and other related activities, • Implement social related activities as outlined in the Environmental and Social Management Framework (ESMF) • Prepare necessary documents, such as social safeguards guidelines and tools in consultation with stakeholders and help in commissioning and managing additional and/ or special studies/assessment, if necessary [i.e. involuntary resettlement issues and grievance and conflict handling mechanisms (GCHM), Stakeholder analysis/stakeholder /citizen engagement, child labour and child abuse along the T lines; labour influx issues, sexual abuse, community and worker health safety, etc.] <p>Tasks</p> <ul style="list-style-type: none"> • Monitor the progress of program investments in terms of meeting compliance to social safeguards <p>Carry out social assessment analysis to ensure program compliance with the requirements of the social development concerns; this will include but not limited to:</p> <ul style="list-style-type: none"> • Conducting social risks analysis and developing a social risks mitigation plans related to the program; • Develop a social development strategy to achieve social development concerns • Provide professional input regarding social concerns into the planning, design and contracting of investments, including the preparation of tender documents; • Supervise the preparation and Implementation of Resettlement Action Plans (RAPs) for specific investments, and ensuring that such plans are approved by relevant authorities before contracts can be implemented; • Develop resettlement good practice guidelines for use in the planning and design of typical investments (e.g. village hydro, transmission and distribution lines) in order to avoid involuntary resettlement and minimize the need for new RAPs each time; • Periodically supervise land acquisition and resettlement activities to ensure they are complete before the civil works begun;
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		<ul style="list-style-type: none"> • Periodically supervise construction activities on-site, especially on potentially troublesome investments, to ensure that safeguards requirements are being met; and Following up investment operations to ensure that any outstanding resettlement issues are properly attended to. • Prepare all documents related to the process of Social Safeguards activities (MoUs, grant agreements, etc.) • Ensure that Social Safeguards related modules are incorporated in the training and capacity building programs at all the levels; • Participate in identifying suitable consultants/institutions to be used on technical support activities and training & capacity building related to Social Safeguards aspects; • Provide Social Safeguards inputs to monitoring, evaluation, and reporting activities; <p>Ensure regular interaction with the External Consultants / development partners Missions / stakeholders on Social Safeguards aspects;</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Master’s degree in social sciences Development Studies, Environmental Studies and other related field; • Minimum of about 8 years of progressively of relevant experience in the social discipline and application in development and 3 years at managerial level; • Be familiar with World Bank Environment and Social Framework (ESF), Operational Policies, Rwanda Environmental Laws and policies, working experience on World Bank funded projects, environment, social and economic conditions prevailing in Rwanda or similar African countries; how these aspects impact on linear projects such as the EAQIP <p>Additional skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Communication skills (both oral and written) • Problem solving and decision-making skills • Negotiation skills • Conflict Management skills <p>Good cultural awareness and sensitivity</p>
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4.	GIS Specialist/RUEAP (2)	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Use GIS platforms to support in the strategic planning of RUEAP and in accomplishment of ongoing EDCL projects and goals. 2. Supervises the utilization of Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. <p>GIS Database Management</p> <ol style="list-style-type: none"> 3. Manage and update the electrical network geodatabase; <p>GIS Surveys</p> <ol style="list-style-type: none"> 4. Elaborate, update, and maintain the electrical survey plan in different areas across the country, maintain its database and keep update supervisors on emerging challenges encountered 5. Check administrative requirements at first level for GIS Survey officers heading for survey activities on field <p>GIS Operations</p> <ol style="list-style-type: none"> 6. perform field and office work, inventorying all necessary data regarding electricity infrastructures and collecting/depicting data using GPS or other equipment as may be needed from time to time 7. Review and make routine interpretations of data sources and use basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures. 8. Generate standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements. 9. Provide expertise to EDCL staff, engineers, planners, and developers regarding GIS information, such as asset locations, floodplain information, remote sensing and other related needs. 10. Operate GIS Specific hardware including large format plotters and scanners 11. Prepare, provide and update maps and data sets to clients and provide GIS technical support to other EDCL Departments 12. Review, update and maintain the electric network in the GIS; 13. Manage and maintain REG geoportal <p>Leadership</p> <ol style="list-style-type: none"> 14. Manage the performance of GIS survey officers at the first level and ensure their development in line with the Organization's
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		<p>goals, objectives, policies and regulations.</p> <p>15. Participate in the elaboration of the departmental annual work plan and financial budget and monitor their implementation in line with the Business plan</p> <p>16. Participate in the preparation of Terms of Reference of all GIS related tenders</p> <p>17. Keeping up to date with new technology</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree in Geography, Geographic Information Systems (GIS), Cartography, Geo-information Science and earth observation or a closely related field <ul style="list-style-type: none"> ▪ At least 5 years of related GIS practical experience; or equivalent combination of education and experiential skills. <p>Or</p> <ul style="list-style-type: none"> • Master’s degree in Geography, Geographic Information Systems (GIS), Cartography, Geo-information Science and earth observation or a closely related field <p>At least 3 year of related GIS practical experience; or equivalent combination of education and experiential skills.</p> <p>Additional skills</p> <ul style="list-style-type: none"> • Proficiency in ArcGIS 10x (Desktop, Server, Multiuser Database) with extensions Network Analyst, 3D Analyst, and Spatial Analyst as well as ArcPad, Survey123 or TerraSync; ArcGIS Online, JavaScript, Enterprise Geodatabase (SDE) design and maintenance, etc • Experience working with geospatial data, especially imagery (satellite, aerial, UAV, and others), and familiarity with identifying objects of interest in remote sensing data • Knowledgeable of GIS software and technology and should be able to works in conjunction with CAD drafters and technicians • Ability to identify problems, collect data, and draw valid conclusions; independently and cooperatively solve problems and develop alternatives; • Basic knowledge of land development processes and understanding of planning, zoning, and land development code standards. • Ability to manage time and priorities effectively to meet the deadlines • Reading, analyzing and interpreting professional and technical
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		<p>documents, manuals, operating and maintenance instructions, and government regulations is a must;</p> <ul style="list-style-type: none"> • Building strong, effective relationships with Power System Design Engineers and planning professionals is key; • Adhere to company policies and procedures. Electrical engineering or Energy Engineering Analytical and result oriented skills; • Utility field experience is a plus, along with interpreting utility maps and sketches; • Planning and Organization Skills • Team work • Flexibility • Ability to work under pressure. <p>Ability to perform any other duty that may be assigned by his/her supervisors</p>
5.	Planning Civil Engineer/ RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Implement the network design alternatives and appropriate expansion Plans and ensure their dimensioning • Any other duties that might be assigned within the scope and mandate of the unit • Manage all the activities of the projects and ensure reliability to promote efficiency; • Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner; • Conduct product demonstrations, provide project status updates and respond to any field technical inquiries • Regularly monitor the running of the projects and assess new installations before commissioning; • Schedule material deliveries and assist with contract negotiations; • Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects; • Develop and manage schedules for software and hardware programs; • Coordinate and monitor releases from requirements to deployment;

		<ul style="list-style-type: none"> • Plan, supervise and carry out rehabilitation and reconfiguration of projects; • Manage budgets and costs of all the activities which he/she is accountable. <p>Report periodically (monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets)</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • At least a bachelor’s degree in civil engineering or related field. • At least Three (3) year of proven relevant working experience in power distribution lines. <p>Or</p> <p>Master’s Degree in civil engineering with minimum 1 year experience</p> <p>Additional skills</p> <p>A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> • Strong leadership skills with teamwork and good stewardship • Good Analytical skills • Good Interpersonal skills • Organizational skills • Good communication skills <p>Team player</p>
6.	<p>Chief Accountant/RUE AP (2)</p>	<p><u>Key roles/responsibilities</u></p> <p>Budgeting</p> <ul style="list-style-type: none"> • Working in liaison with the Technical Unit to ensure that project budgets are prepared and approved in line with the project plans • Ensure that the budget is well aligned with the approved procurement plan which draws from the project plan • Provide regular guidance to the operations and technical team on budget performances for their relevant program activities • Prepare monthly and quarterly reports on budget performance highlighting any adverse variances and proposals for recovery for the review of the Senior Financial Management Specialist <p>Cash Management</p> <ul style="list-style-type: none"> • Review all payables’ documents for completeness, validity and accuracy before preparing payments for suppliers and service

		<p>providers</p> <ul style="list-style-type: none"> • Effective liaison with the banks to ensure that bank accounts have enough liquidity to meet the programme commitments as and when they fall due • Prepare periodic liquidity forecasts to ensure that the programme has adequate cash resources to meet all the projects obligations smoothly • Ensure that all transactions are processed in accordance to the Company's approved procedures and Development Partners' guidelines and procedures • Prepare withdraw and replenishment requirements in consultation with the Senior Financial Management Specialist • Ensure that relevant, accurate and complete financial records are being kept rendering effective accountability for all processed transactions • Ensure that the accounting system is posted accurately with all the transactions being made in the projects • Ensure that all computations and payments regarding statutory compliance like PAYE, WHT, VAT, RSSB etc are being made accurately and promptly to avoid penalties and related fines • Maintain accurately the petty cash float and ensure the expenditures are made for allowed purposes as stipulated in the Financial manual • Prepare monthly bank reconciliation statements and bring any material variances to the attention for the Director of Finance for follow up and action <p>Financial Reporting</p> <ul style="list-style-type: none"> • Prepare monthly and quarterly budget and expenditure reports to the Senior Financial Management Specialist's approval • Contribute to the preparation of the Annual Work Plan and Budget for the programme providing all the subsidiary reports, and supporting information as may be required • Contribute to the preparation of the Annual Financial Report for audit purpose and other external reporting requirements like Minecofin and Development Partners • Support effectively the external and internal audit mission by providing requested information <p>Perform other duties as may be assigned by the Director of Finance and Coordinator from time to time in the furtherance of the program/project development objectives</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> ▪ Bachelor's degree (A0) Commerce, Accounting, Business Administration.
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		<ul style="list-style-type: none"> ▪ Professional qualification in ACCA, CPA etc is a requirement.. ▪ At least 3 years' experience in a Finance related role; accounting experience in projects and/or Donor funded program ▪ Knowledge of generally accepted accounting and internal control principles. <p>Additional skills</p> <ul style="list-style-type: none"> • Highly numerate with strong analytical skills • Good communication skills • Ability to work in a team environment
7.	Energy Planning Specialist/RUEAP (2)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Compile, analyse and report data to explain economic phenomena and forecast energy market trends, applying mathematical models and statistical techniques 2. Participate in the development of economic guidelines and standards and prepare points of view used in forecasting trends and formulating economic policy for energy 3. Forecast production and consumption of energy from various resources and production of the national energy balance diagram; 4. Develop and ensure regular updates of energy supply and analysis models; 5. Develop procedure for availability of Energy Balance 6. Analyse and advise on the optimal way of consumption of various energy resources 7. Undertake relevant research and analyse economic and energy statistical data 8. Carry out an economic interpretation of power system development plans 9. Provide advice on key considerations and prioritization for the development of energy projects 10. Formulate recommendations, policies, or plans to solve economic problems or to interpret markets 11. Prepare activity reports, weekly, monthly and annual reports; <p>Perform any other duty assigned by supervisors.</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical engineering or related field with a bias in power systems. • Three (3) year of experience in power systems planning role or, • Master's Degree in Power Systems Engineering or Electrical

		<p>Engineering with one (1) year of experience in power systems planning role</p> <p>Additional skills</p> <ul style="list-style-type: none"> • Analytical and result oriented skills • Coding experience (Python or MATLAB or another broad based programming software) • Statistical Analysis • Optimization Techniques • Familiarity with the energy planning software that EDCL uses should be a plus • Good communication skills • Ability to work under pressure • Good interpersonal skills <p>Good team player</p>
8.	<p>Procurement Specialist/RUEAP (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Specific tasks are listed below:</p> <p>A – Key responsibilities</p> <ul style="list-style-type: none"> • Take responsibility and oversee the procurement processes, ensuring that all steps are properly undertaken, and that procurement files are maintained in accordance with Government and Development Partners’ requirements, • Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner, • Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included <p>B-Rules and Procedures</p> <ul style="list-style-type: none"> • Ensure that the procurement manual is updated and known by all relevant staff Ensure that the procurement activities are carried out in accordance with donor’s procurement procedures and guidelines, RPPA and other donors as required • Ensure that the quality of bid documents and request for proposals is guaranteed, by verifying in particular that all the required conditions to be fulfilled are included; • Ensure that procurement procedures to be followed are

		<p>outlined in the Project Implementation Manual (PIM) under Procurement Manual Section</p> <ul style="list-style-type: none"> • Ensure procurement/selection methods used are indicated in the Financing Agreement. <p>C- Selection of the consultants</p> <ul style="list-style-type: none"> • Ensure that input to procurement (Terms of reference) are timely obtained from technical or user departments/units • Draw up Request for proposals and the consultants shortlist on the basis of elements and the specifications of services financed by the program and prepare no-objection requests when required; • Receive proposals, lead and participate in the opening of technical and financial proposals; • Participate to the evaluation process of the technical and financial proposals, coordinate and participate to the negotiation process when required; • Prepare the draft contract between the Program/ EDCL and the chosen consultants after obtaining the no-objection (if required); • In collaboration with the Contract Management Directorate, ensure that services are provided as stipulated in the contract provisions, propose recommendations for the settlement of disputes which could occur during the implementation of the contract; • In collaboration with the Contract Management Directorate, Planning, GIS & Design, ensure a timely response of the Program to the consultant's reports as well as the final approval of the consultants' work. <p>D- Works and Goods</p> <ul style="list-style-type: none"> • Ensure that input to procurement (Technical specifications) are timely obtained from technical or user departments/units • Prepare tender documents based on the technical specifications prepared by the service beneficiaries financed by the Program, and ensure that the tender documents are advertised; • Coordinate and carry out the bidding process, including the pre-bid or pre-proposal meetings, provide clarifications, etc; • Be present during the opening of bids, write minutes for opening sessions, evaluation report, draw up minutes of the award of the tender, prepare contracts between the Program and the suppliers/entrepreneurs awarded after tender process and No-objection (if required); • In collaboration with the contract management, Planning, GIS& Design directorates, ensure that the works and goods be executed according to the contractual clauses, propose recommendations on the settlement of disputes which could occur during the contract execution.
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		<ul style="list-style-type: none"> • In collaboration with the Stores and Logistics Manager and other concerned parties, ensure timely reception of the goods and the works of the various contracts financed by the project; • Establish a database of the performance goods suppliers, entrepreneurs, consultants and update database regularly; <p>Capacity Building</p> <ul style="list-style-type: none"> • Mentor colleagues by sharing knowledge in procurement operations; • Support capacity building in procurement management of staff that deals with procurement operations with emphasis on donor procurement procedures and RPPA Law; • Advise the implementing Agency on general contract management and monitoring. <p>E- Expected outputs</p> <ul style="list-style-type: none"> • The Senior procurement specialist shall deliver following outputs: <ul style="list-style-type: none"> ○ Regularly keep and update procurement plans ○ Procurement monitoring report and procurement Register ○ Efficient and effective procurement filing and record keeping system ○ An updated procurement manual ○ Status on existing procurement capacity within the Institution <p>Undertake any other task related to the program that could be requested by the Program Manager</p> <p>Reporting</p> <ul style="list-style-type: none"> • Draft weekly and monthly progress to monthly reports on ongoing procurements • Draft annual reports on service provider performance and advice board <p>Tendering process</p> <ul style="list-style-type: none"> • Guide on preparation of proposals (Requests for Proposals, RFQ's and Terms of Reference's) • Drive and support sourcing strategies and guide on specifications in terms of historical information • Manage the tendering process including; developing Requests for Proposal's, advertising, receiving and opening RFP's and ensure that RFP'S are evaluated properly
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		<ul style="list-style-type: none"> • Submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee <p>Monitoring performance of contracts</p> <ul style="list-style-type: none"> • Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable <p>Leadership</p> <ul style="list-style-type: none"> • Provide leadership to the unit staff and supervise and manage the performance and development of staff in the department in line with the Organization’s goals, objectives, policies and regulations. • Participate in development of a departmental annual work plan and financial budget and monitor their implementation in line with Program/EDCL Business plan <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Procurement, Engineering or other equivalent degrees in related field with at least 6 years’ experience in procurement of donor funded projects; Or • Master's Degree in Procurement, Engineering or other equivalent degrees in related field with at least 4 years’ experience in procurement of donor funded projects; Or • Being conversant with World Bank, AFD and Government of Rwanda procurement procedures and guidelines; • Experience in utility or other big company procurement would constitute an added advantage. <p>Additional skills</p> <ul style="list-style-type: none"> • Good knowledge of Rwandan Laws • Must be an active member of the Law Society of Rwanda • Analytical and investigative skills • Communication and presentation skills • High standards of professionalism and integrity • Result and team oriented • Ability to work under pressure <p>Good interpersonal skills.</p>
9.	Social Safeguards Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <p>Objectives and scope of work</p> <ul style="list-style-type: none"> • Provide overall social safeguards oversight during the

		<p>implementation of the program,</p> <ul style="list-style-type: none"> • Support and advise the stakeholders to address a variety of social safeguards issues at all the stages of the implementation of the project, • Coordinate and participate in social safeguards related training/awareness raising and other related activities, • Implement social related activities as outlined in the Environmental and Social Management Framework (ESMF), RPF, ESCP and other social risk management tools for the project • Prepare necessary documents, such as social safeguards guidelines and tools in consultation with stakeholders and help in commissioning and managing additional and/ or special studies/assessment, if necessary [i.e. involuntary resettlement issues and grievance redress mechanisms (GRM), Stakeholder analysis/stakeholder /citizen engagement, child labour and child abuse along the T lines; Gender-Based Violence (GBV)/Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH), labour influx issues, sexual abuse, community and worker health safety, etc.] <p>Tasks</p> <ul style="list-style-type: none"> • Monitor the progress of program investments in terms of meeting compliance to social risk management mitigation measures established for this project • Carry out social assessment analysis to ensure program compliance with the requirements of the social development concerns; this will include but not limited to: Conducting social risks analysis and developing a social risks mitigation plans related to the program; • Develop a social development strategy to achieve social development concerns • Provide professional input regarding social concerns into the planning, design and contracting of investments, including the preparation of tender documents. • Supervise the preparation and Implementation of Resettlement Action Plans (RAPs) for specific investments, and ensuring that such plans are approved by relevant authorities before contracts can be implemented. • Develop resettlement good practice guidelines for use in the planning and design of typical investments (e.g. village hydro, transmission, and distribution lines) to avoid involuntary resettlement and minimize the need for new RAPs each time; • Periodically supervise land acquisition and resettlement
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		<p>activities to ensure they are complete before the civil works begin;</p> <ul style="list-style-type: none"> • Periodically supervise construction activities on-site, especially on potentially troublesome investments, to ensure that safeguards requirements are being met; and following up investment operations to ensure that any outstanding resettlement issues are properly attended to. • Prepare all documents related to the process of Social risk management activities (MoUs, grant agreements, etc.) • Ensure that Social risk management related modules are incorporated in the training and capacity building programs at all the levels; • Participate in identifying suitable consultants/institutions to be used on technical support activities and training & capacity building related to Social risk management aspects; • Undertake regular project social risk monitoring, evaluation, and reporting activities. • Ensure regular interaction with the External Consultants / development partners Missions / stakeholders on Social Safeguards aspects; • Prepare monthly consolidated social risk management implementation progress reports that covers the implementation of the stakeholder engagement plan (SEP), CESMP, LMP, and GRM activities • Follow-up on implementation of the agreed actions in the ESCP and the Aid memoirs and regular report on implementation progress. • Participate in the Implementation Support Mission (ISM) as required, • Undertake field visits to ensure compliance with social risk management mitigation measures, <p>Establish and operationalise the Grievance Redress Committees at subproject site levels and train them adequately on their roles and responsibilities,</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree (A0) in social sciences or related field. • Minimum of about 5 years of experience in the social discipline and application in development; <p>Be familiar with social and economic conditions prevailing in Rwanda or similar African countries; how these aspects impact on linear projects</p> <p>Additional skills</p>
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		<ul style="list-style-type: none"> • Excellent interpersonal skills • Communication skills (both oral and written) • Problem solving and decision-making skills • Negotiation skills • Conflict Management skills <p>Good cultural awareness and sensitivity.</p>
10.	Off grid Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Participate in studies related to the development of off grid Energy Projects • Participate in analysis and approvals of the studies done for off grid Energy Projects • Participate in identifying suitable sites for off grid Energy Projects Development • Work closely with Planning department to estimate the budget requirements for off grid Energy Projects • Work closely with EDCL Investment to analyse off grid Energy Project Proposals from different Investors and provide technical advice • Participate in negotiation of agreements such as; Power Purchase Agreements (PPAs), Concession Agreements (CA) related to Solar Energy Projects Development • Work closely with other institutions such as RSB, RURA, RDB, MININFRA, Private Sector, NGOs and other Development Partners and provide the technical support that these institutions may require regarding off grid Energy Projects Development • Work closely with EDCL Procurement and provide the technical support in preparing tender documents and contracts for off grid Energy Projects • Manage contracts signed on the implementation of off grid Energy Projects

		<ul style="list-style-type: none"> • Supervise the off grid Energy Projects under implementation by or through partnership with EDCL • Participate in testing and commissioning of completed off grid Energy Projects implemented by or through partnership with EDCL • Organize trainings of off grid energy beneficiaries on how to operate and maintain installed systems • Prepare and submit progress reports for off grid Energy Projects under implementation to the Management • Perform any other task that may be directed by the Direct Supervisor • Verification and inspection of off grid connections • Off grid data monitoring <p>Responsibilities related to support the other Departments or Institutions:</p> <ul style="list-style-type: none"> • Provide any technical support to Energy Planning/Generation/transmission/Distribution departments and other government or private institution. <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Engineering (Electrical, Electromechanical, Mechanical) or any other related field, with a minimum of 5 years of direct relevant experience in off grid energy projects <p>A masters' degree in Electrical, Mechanical, Energy or any other related field, with a minimum of 3 year of direct relevant experience in off grid energy projects</p> <p>Additional Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Be accountable • Leadership/organization/planning/management skills • Strategic thinking and setting direction • Strong work ethic, integrity, credibility, and dedication to REG / EDCL's mission; • Ability of communicating technical concepts to non-technical
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		<p>users</p> <ul style="list-style-type: none"> • Problem solving and decision-making skills • Professionalism and Innovation • Mentoring and Coaching <p>Results-orientated</p>
<p>11. IT Specialist/RUEAP (1)</p>		<p><u>Key roles/responsibilities</u></p> <p>Network and Systems Administration</p> <ol style="list-style-type: none"> 1 Manage and coordinate activities related to Network and Systems administration 2 Manage and customize ERP applications for projects and contracts management 3 Responsible for designing, installation, administration and optimization of Program services and related components to achieve high performance of the various applications 4 Set up and test new database and data handling systems 5 Monitor and manage database security/integrity and backup 6 Create complex query definitions that allow data to be extracted and analysed for business case uses 7 Provide technical network plan, engineering and architecture to assist in long-term strategic planning to ensure network capacity meets current and future network requirements for the program 8 Responsible for managing the network & data security of the program 9 Responsible for systems reliability, functionality and stability, disaster recovery availability and operations 10 Lead in designing, developing and maintaining the Wide Area Network of the program <p>Network Security</p> <ol style="list-style-type: none"> 11 Schedule upgrades and network security of equipment and software systems and providing secured access to the network users

		<p>12 Manage the security of data from internal and external attack and ensure the availability of the network and systems</p> <p>Innovation</p> <p>13 Develop and keep up to date with the latest technologies of applications development networking, data security and communication</p> <p>Budgeting & Procurement</p> <p>14 Participate in the preparation of the program budget for IT applications acquiring, , IT equipment and IT infrastructure for the program</p> <p>15 Reporting</p> <p>16 Develop periodic IT systems status reports for management's attention</p> <p>Leadership</p> <p>Participate in the development of the program annual work plan and monitor system wise their implementation in line with the Business plan</p> <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Technology or Computer Engineering, Business information Technology • At least 4 years on the job experience in Systems development ,Systems administration and Network Administration in a reputable organization with large systems needs • At least having three Industry acceptable certifications among the following : Windows Server environments, Cisco Network Administration or Linux/Unix server administration, IT Project Management, IT security ,Systems Administration and infrastructure services <p>Additional Skills</p> <ul style="list-style-type: none"> • Leadership skills • Analytical skills • Good communication skills • Decision making skills <p>Team building skills</p>
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12.	Administrative Assistant to the Program Manager/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Develop and implement a system for the management and safe custody and retrieval of records and information routed to and from the Program Manager 's Office in line with the operational guidelines and procedures • Prepare correspondences for Program Manager for internal and external communication as may be required • Manage correspondences to the Program Manager 's Office including mail, Telephone, incoming and out-going faxes, and route inquiries to the respective action officers / departments and generate periodic status reports • Prepare, update and manage the daily and weekly agenda of the Program Manager • Schedule internal & external customer appointments and providing feed back to the specific stakeholders in line with organization procedures • Draft and prepare briefs, reports and other documents as may be required by Program Manager /EDCL • Prepare and manage travel/mission arrangements for Program Manager • Plan, monitor, supervise and maintain cleanliness in the Program Manager's Office in line with administrative guidelines • Plan and monitor the transport and welfare needs of staff in the Program Manager's office in line with administrative guidelines • Identify, requisition and account for office assets at the Program Manager 's office and monitor their usage and safe custody in accordance with administrative guidelines • Coordinate preparations for executive meetings with the Program Manager , taking down minutes and providing feedback to stakeholders in line with organization policies. • Play the role of liaison between the office of the Program Manager and the employees and external stakeholders <p>Receive guests at the Program Manager 's office and ensure they are appropriately handled in line with the customer-centered values of Program</p> <p><u>Qualifications & Experience:</u></p> <p>A Bachelor's Degree (A0) in Public Administration, Management, Journalism, Public Relations, Communication, Social Sciences, Secretarial Studies or any related discipline with at least one (3) year of experience providing Administrative Assistance. Having previous experience with liaising with, or working with development partners is an added advantage.</p>
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		<p>Additional Skills</p> <ul style="list-style-type: none"> ✓ Good interpersonal skills. ✓ Team building skills ✓ Analytical and Problem-solving skills ✓ Decision making skills ✓ Communication skills <p>Time management</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 not later than **Friday 10/09/2021** latest **5:00 P.M.**

Note:

1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job 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 27/08/2021

Felix GAKUBA
Managing Director

