



JOB ANNOUNCEMENT

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	Security Officer	01	<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Develop and implement security policies, protocols and procedures• Keeping on track different events• Organizing, checking and monitoring the access control for the visitors;• Coordinate security activities provided by local contractors. <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none">• Bachelor's degree in Administration, Law, Social Sciences, information management, mathematics, engineering or any other relevant field of education.• Proven experience in security organs or in security Management from any public or private institution with at least 2 years of experience
2	Safety Officer	03	<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none">• To implement Safety Systems (Rules, Documentation and Equipment) across to the deployed department;• To Monitor and manage Safety performance across to the deployed department and its compliance with ALL Regulatory and Statutory Guidelines and Laws of Rwanda;• To ensure weekly and monthly reporting on safety related events across the deployed department is executed;



			<p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Occupational Safety & Health, safety engineering, Environmental management, Public health or related to Engineering Subject (Electrical, Electromechanical, Mechanical, Mechatronics, Renewable energy, Electronics and telecommunication Engineering) from an institute of recognized standing and with at least 1 Year proven work experience in Occupational Health and Safety; • Having a General Certificate in Occupational Safety & Health (from NEBOSH) or an Occupational Safety & Health professional (From OSH Academy) will be an added advantage.
3	Procurement Officers	02	<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provide to the evaluation teams, if any, all required information related to the taxes during the financial comparison of the offers. • Ensure the EUCL tax liability generated by the procurement contracts is minimized within the ambit of the tax laws. • Understand the financial and operational implications of various tax laws and ensure compliance. <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> • Master's degree or Bachelor's Degree (A0) in Procurement, Business administration, Management, Procurement, Finance, Supply Chain and Logistics Management or Law. • At least 2 years of experience in Procurement field, in Supply chain or logistics related role
4	Materials Planning Specialist	01	<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Schedule the supply of materials/components to meet production requirements and minimum safety stock levels • Plan, develop, implement and evaluate

			<p>processes for material delivery from supplier to point of fit</p> <ul style="list-style-type: none"> Assess volume requirements against planning assumptions <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> Holding Bachelor's degree in accounting, finance, Economics and Business Management from the recognized university. Master's degree in the above areas will be an advantage. At least 3 years of experience in Administration, Logistics, stores management or related role. Good understanding of supply chain processes and their interdependencies
5	Accountants (Officers)	08-	<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Responsible for accurate financial reporting, fixed assets management, proper stock monitoring and controls, payments of Suppliers, manage receivables, declaration of taxes on time and appropriate bank reconciliations. Proper recording of EUCL accounting transactions in compliance with IFRSs and general ledger reconciliations. Individual debtor's and suppliers reconciliations. <p><u>Education requirements</u></p> <ul style="list-style-type: none"> At least Bachelor's Degree (A0) in commerce, Accounting, Business Administration and Finance

Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae.
3. A photocopy of academic degree;
4. Proof of work experience where applicable;
5. A photocopy of the Identity card;
6. Full addresses of three referees, including preferably one of previous supervisors.



Submission of Applications

If you believe your career objectives match these positions, send your **application documents** (in one file) **addressed to Managing Director of EUCL**, through **recruitment@eucl.reg.rw** with the position you are applying for in subject line not later than**1.5 MAR. 2023**..... **at 5:00 pm**. Only shortlisted candidates will be contacted for interviews. Hard copies are not accepted. For more details on these positions, please visit our website on www.reg.rw

Please note that for Procurement Officers and Accountants Positions, interested candidates must submit one application.

Note: *"EUCL 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**07 MAR 2023**.....

Armand ZINGIRO
Managing Director

