

Kigali, 16 SEP 2022

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JOB ADVERTISEMENT

The African Development Bank (AfDB) and European Investment Bank (EIB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**TRANSMISSION SYSTEM REINFORCMENT AND LAST MILE CONNECTIVITY**” 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 8 positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Transmission Line Engineers/RUEAP ¹ (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Design of lines-In collocation with the consultant, the Transmission line engineer shall provide input to the line route selection, construction standards. Specifically, the Engineer shall provide guidance to the design and planning teams to ensure that appropriate standards and cost effective technologies are adopted based on the realities on the ground. • Works supervision and certification – The Engineer shall be responsible for the day supervision of contractors with the consultant The Engineer shall ensure that (i) there are no deviations from the design routes; (ii) lines are constructed according to the agreed standards and proposer workmanship and (iii) certification of works before approval of payments. • Project Progress Reports- the Transmission line engineer with the consultant shall contribute, by providing relevant inputs, to the preparation of project progress reports and in preparation of project annual work plans. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • At least a bachelor’s degree in Electrical or Electromechanical engineering <p>At least Three (3) years of proven relevant working experience in power transmission-lines.</p>

¹ RUEAP: Rwanda Universal Energy Access Program

		<p>Additional Skills 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 • Organisational skills • Good communication skills <p>Team player</p>
2.	<p>Transmission Line Project Manager /RUEAP (Re-advert)</p>	<p>The project manager shall be responsible for technical monitoring and proactive reporting on the day-to-day implementation of the Project activities and delivery on respective outputs as committed in the Company's annual performance plan. The projects manager closely working with the Monitoring and Evaluation Specialists and respective project managers shall ensure that projects under the program produce specified results, to the required standard of quality, within the specified timeframe and budget as indicated in several project documents such as Project Appraisal document and financing agreements.</p> <p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Under the supervision of the Projects Coordinator, technically provide guidance on unlocking constraints to implementation of energy Projects under EDCL mandate in accordance to the Project Documents and the entire company annual performance plan. • Provide technical oversight in the elaboration and implementation of the company's quality assurance plan to enhance quality of interventions before and during projects implementation, working closely with the quality assurance specialist. • Elaborate and help enforce clear projects monitoring and quality inspection schedules to reduce unplanned visits and associated expenditure triggers that don't match cashflow plans • Assist in elaboration of clear and typical energy project milestones especially in generation and transmission against which performance targets will be tied and evaluation undertaken to reduce process reporting. • Oversee implementation of the company's operational plan translating the broader quarter-level performance commitments into monthly and weekly activity plans to reduce projects time overruns. • Support respective EDCL departments on adherence to individual project's workplans, and budget assisting in the preparation of revisions of work plans and budget where need be though in a manner that doesn't affect the realization of the overall company performance timelines. • Working with individual project managers, oversee compliance of Independent Power Producers and other contractors to the agreed upon project annual workplans,

		<p>budget and Monitoring Plans.</p> <ul style="list-style-type: none"> • Contribute significantly in projects budget preparation in consultation with the energy planning unit and expenditure tracking in consultation with finance department to reduce risks emanating from cost overruns. • In line with the Rwanda Energy Group Enterprise Risk Management Plan being developed, develop and regularly update a risk matrix for on-going energy projects for management intervention • Undertake any other assignments related to energy projects as requested by the Projects Coordinator <p>Core Competences</p> <ul style="list-style-type: none"> • Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve company performance commitments • Knowledge of government processes and procedures such as procurement is an added advantage • Strong interpersonal and analytical skills • Excellent written and oral communication skills. • Strong organizational skills and demonstrated ability to find viable solutions to complicated problems in a flexible, time sensitive and creative manner • Must be a self-starter who takes initiative and can work with minimal supervision • Strong analytical, writing, reporting and presenting abilities. Should have strong computer skills in MS Word, Excel and PowerPoint • Openness to change and ability to receive/integrate feedback in a timely and positive manner • Ability to work under pressure and stressful situations. <p>Profile The project Manager shall have the following minimum qualifications and experience:</p> <p>Academic qualification: A Masters’ degree in Electrical Engineering, Project Management or closely related fields with an experience in energy field of 5 years or a bachelor’s degree with an experience of 7 years in energy sector</p> <p>Minimum experience: 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.</p> <p>Added advantage: the project Manager shall have an analytical and investigative skills, Communication and presentation skills, High standards of professionalism and integrity, Result and team oriented, Ability to work under pressure and Good interpersonal skills. Working language: English</p>
3.	Network Reinforcement Project Manager /RUEAP(1)	<p>Key roles/responsibilities</p> <ul style="list-style-type: none"> • Under the supervision of the Projects Coordinator, technically provide guidance on unlocking constraints to

implementation of energy Projects under EDCL mandate in accordance to the Project Documents and the entire company annual performance plan.

- Provide technical oversight in the elaboration and implementation of the company's quality assurance plan to enhance quality of interventions before and during projects implementation, working closely with the quality assurance specialist.
- Elaborate and help enforce clear projects monitoring and quality inspection schedules to reduce unplanned visits and associated expenditure triggers that don't match cashflow plans
- Assist in elaboration of clear and typical energy project milestones especially in generation and transmission against which performance targets will be tied and evaluation undertaken to reduce process reporting.
- Oversee implementation of the company's operational plan translating the broader quarter-level performance commitments into monthly and weekly activity plans to reduce projects time overruns.
- Support respective EDCL departments on adherence to individual project's workplans, and budget assisting in the preparation of revisions of work plans and budget where need be though in a manner that doesn't affect the realization of the overall company performance timelines.
- Working with individual project managers, oversee compliance of Independent Power Producers and other contractors to the agreed upon project annual workplans, budget and Monitoring Plans.
- Contribute significantly in projects budget preparation in consultation with the energy planning unit and expenditure tracking in consultation with finance department to reduce risks emanating from cost overruns.
- In line with the Rwanda Energy Group Enterprise Risk Management Plan being developed, develop and regularly update a risk matrix for on-going energy projects for management intervention
- Undertake any other assignments related to energy projects as requested by the Projects Coordinator

Core Competences

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve company performance commitments
- Knowledge of government processes and procedures such as procurement is an added advantage
- Strong interpersonal and analytical skills
- Excellent written and oral communication skills.
- Strong organizational skills and demonstrated ability to find viable solutions to complicated problems in a flexible, time sensitive and creative manner
- Must be a self-starter who takes initiative and can work with minimal supervision

		<ul style="list-style-type: none"> • Strong analytical, writing, reporting and presenting abilities. Should have strong computer skills in MS Word, Excel and PowerPoint • Openness to change and ability to receive/integrate feedback in a timely and positive manner • Ability to work under pressure and stressful situations. <p>Profile The project Manager shall have the following minimum qualifications and experience:</p> <p>Academic qualification: A Masters' degree in Electrical Engineering, Project Management or closely related fields with an experience in energy field of 5 years or a bachelor's degree with an experience of 7 years in energy sector</p> <p>Minimum experience: 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.</p> <p>Added advantage: the project Manager shall have an analytical and investigative skills, Communication and presentation skills, High standards of professionalism and integrity, Result and team oriented, Ability to work under pressure and Good interpersonal skills. Working language: English</p>
4.	Distribution Engineer (1)	<p>Key roles/responsibilities</p> <ul style="list-style-type: none"> • Monitor the design and manufacturing activities, the installation and erection on site and construction work. • Study the Drawings, Specification, Conditions of Contract and Bill of Quantities and understand the nature and scope of the Contract and familiarize herself/himself with all the documents for proper contract management. • Review of design drawings and give approval, in consultation with Energy Planning Directorate, based on the detailed engineering study and the requirements enumerated by planning department in the tender document. • Review the quality assurance plan of the contractor and approve the material source and the materials to be used in the distribution by distribution team, REG and its subsidiaries. • Participate in the elaboration of RUEAP annual action plan and budget • Prepare progress and completion reports on all distribution works under the Program. • private contractors and/or RUEAP-EDCL's Distribution team.

		<ul style="list-style-type: none"> • Control of Materials and Stores for the projects and coordinate material delivery and handoff to contractor and RUARP-EDCL's distribution teams. • Assist the Distribution Manager with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence. • Undertake review of the project progress and ensure its timely completion. • Undertake line construction management, testing and quality control of the works done. • Certify payment. • Assign responsibilities and mentor EDCL/RUEAP Distribution team. • Monitor and evaluate all activities of RUEAP-EDCL's distribution teams for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback. • Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support. • Be responsible for the daily supervision of contractors and RUEAP-EDCL distribution teams. • Identify limitations / hold ups for progress of Site Works and co-ordinate to resolve the same. • Act as liaison between landowners and contractors.. • Prepare & Submit Daily / Weekly / Monthly reports. Perform related work as may be required. <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • At least a bachelor's degree in Electrical Engineering, or other related field with at least Three (3) years of proven relevant experience or <p>A Masters' degree in Electrical Engineering, or other related field with at least one (1) year of proven relevant experience</p> <p><u>Additional Skills</u></p> <ul style="list-style-type: none"> • Have Planning & scheduling skills • Have analytical and writing skills • Team working skills • Decision making skills • Problem solving and analysis <p>Leadership skills</p>
5.	Access Project Engineer/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Monitor the design and manufacturing activities, the installation and erection on site and construction work.

- Study the Drawings, Specification, Conditions of Contract and Bill of Quantities and understand the nature and scope of the Contract and familiarize herself/himself with all the documents in order that she/he can visualize the way the work will be carried out.
- Review of design drawings and give approval based on the detailed engineering study and the requirements enumerated by Program planning department in the tender document.
- Review the quality assurance plan of the contractor and approve the material source and the materials to be used in the construction by private contractors and/or Program's construction team.
- Control of Materials and Stores for the projects/programmes and coordinate material delivery and handoff to contractor and Program's construction teams.
- Assist the project manager with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence.
- Undertake review of the project progress and ensure its timely completion.
- Undertake construction management, testing and quality control of the works done.
- Certify payment.
- Monitor and evaluate all activities of the contractors for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback.
- Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support.
- Identify limitations / hold ups for progress of Site Works and coordinate to resolve those issues.
- Act as liaison between landowners and contractors.
- Prepare Program annual work plans.
- Prepare & Submit Daily / Weekly / Monthly reports.
- Performs related work as may be required

Qualifications and experience:

- At least a bachelor's degree in Electrical Engineering, or

		<p>other related field with at least one (3) year of proven relevant experience.</p> <p>Two (2) year Masters' degree in Electrical Engineering, or other related field.</p>
6.	<p>Contract Management Specialist-RUEAP</p>	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Review overall contractual rights and obligation of the Employer/Client and Contractor/Consultants. • Review detailed work plan submitted by contractors/consultants for effective implementation of the contract (s) and coordination among contractors/consultant. • Facilitate a technical dialogue between Client, Contractor; and where applicable, Supervision Consultant, Dispute Board, Arbitrator et al with a view to achieve closure on divergent interpretation of contractual clauses. • Prepare format, detailing and frequency to monitor progress of work in respective contracts with input from contractors/consultants preferably through use of Project Management software and assist the client in contract implementation. • Ensure effective management of schedule, cost, and timing of implementation milestones and report accordingly. • Prepare check-list for action for each contract for effective monitoring of contractual rights and obligations of contracting parties; • Ensure strict compliance with the contract by the contractor, supplier, or service provider. • Conduct robust tracking and review of procurement-related documentation from the planning, bidding and award stages, and throughout contract management until completion and final acceptance. • Identify contractual issues in advance and suggest remedial measures for action by the client to maintain progress of work; • Participate with management in regular progress review of contracts including any review at site and if required at the premises of the supplier/manufacturer. • Work closely with technical experts, project officers, safeguard specialist in seeking their input to plan and coordinate tasks like design review, review of technical documentation and drawings, quality assurance/ inspection of goods, progress of supply and manufacturing, physical progress at site including installation, compliance with ESHS requirements. • Assist the client in dealing with any contractual claims from contractors and consultants in a timely manner to protect the interest of client. • Coordinate with Finance Officer in maintenance of Bank

		<p>Guarantees and insurance and other financial documents and its timely release as per the provisions of the contract.</p> <ul style="list-style-type: none"> • Assist Finance Officer in opening of Letter of Credit as required by the contract. • Advise the client in certification of any advance payment which is contractually due. • Advise the management in dealing with Price Adjustment claims as contractually due and other similar contractual issues like levy of Liquidated/Delay Damages. • Deal with contract variations/amendments in coordination with technical specialists. • Ensure effective working of Dispute Board (DB) and coordinate with DB. • Assist client in submitting claims to DB and Arbitration panel and assist client during DB and arbitration proceedings. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • Bachelor's degree (A0) in Contract Management, , Engineering, Law or a full professional qualification in Procurement and contract Management with minimum of 8 years of relevant experience in a Contract Management or Procurement role • Master's Degree in a relevant field and 6 years relevant experience in a Contract Management or Procurement role <ul style="list-style-type: none"> ▪ Have a very high level of integrity, zero tolerance to corruption and be disciplined; ▪ Have Solid organizational skills, including attention to detail, multi-tasking and time-management; ▪ Have strong analytical skills and ability to deal with complex issues in a clear and practical manner; be a strong team player with ability to work independently and in team; ▪ Computer literacy in the use of word processor, spread sheets, project management softwares and any other.
7.	Chief Accountant/RUEAP	<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

		<ul style="list-style-type: none"> • 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 objective</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> ▪ Bachelor's degree (A0) Commerce, Accounting, Business Administration. ▪ Professional qualification in ACCA, CPA etc..... ▪ 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.
8.	Gender Specialist / RUEAP / 1	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Track record of mainstreaming gender in bilateral and AfDB funded infrastructure projects and good knowledge of the project cycle stages. • Experience in institutional capacity building in gender analysis and gender mainstreaming of PIU staff in bank operations • Demonstrated experience and track record in mainstreaming gender in sovereign operations and a working knowledge of Rwanda government's institutional frameworks and policy on gender mainstreaming • Experience in M &E with a track record of monitoring performance with collection of sex disaggregated data, analysis, and documentation of impact stories to monitor project outcomes as outlined the RBLF with key gender indicators of change • Support the PIU Team in mainstreaming gender during the implementation phase of the project according to the GAP activities and the assigned Gender Marker System to achieve women and girls economic empowerment. • Experience in implementation of GBVSH and gender sensitive RAPS in AfDB funded projects • Advocate for the inclusion of gender equality and women's empowerment issues within RUEAP and in REG_EDCL; • Provide strategic advice and technical support to the Resident Coordinator's Office and to help ensure

proposals for recovery for the review of the Senior Financial Management Specialist

Cash Management

- Review all payables' documents for completeness, validity and accuracy before preparing payments for suppliers and service providers
- 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

Financial Reporting

- 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

delivery of Program's mandate related to gender equality;

- Provide strategic advice and technical support;
- Develop networks and partnerships with appropriate Program and REG-EDCL

Advocacy, strategic advice and technical support to the Management the Program.

- Advise and support national and local partners, in the development and implementation of laws, plans, policies and budgets, in line with international and national commitments on gender equality and the empowerment of women and girls; and in support of mainstreaming national gender equality priorities into legal frameworks;
- Provide technical inputs into the Program, in order to ensure that gender concerns are clearly reflected and mainstreamed in all processes, according to results management requirements (indicators, targets and monitoring);
- Identify and advise on entry points for new initiatives for the RUEAP to strengthen capacities for gender equality and to support the advancement of women's empowerment and gender equality in the country (for women as both beneficiaries of energy services as well as employees/entrepreneurs in the energy sector);
- Manage the process of collecting and sharing lessons learned on gender equality and women's empowerment in order to identify lessons learned in relation to areas of strategic priority to guide improvement to gender concerns in REG_EDCL
- Advise the Management on improved accountability tools and assets so as to ensure the Company's commitments to gender equality and women's empowerment are tracked and up-scaled as opportunities arise.

Strategic advice and technical support to the Program/RUEAP

- Provide technical assistance to Company counterparts in specific policy and project formulation, implementation, monitoring and evaluation related to gender equality and women's empowerment;
- Provide technical assistance to counterparts to build capacities for the promotion of gender equality and women's empowerment, including thorough support

to the Program and its targets, including the finalization of a Gender Action Plan (GAP) for the Program.

Implementation, Planning and management of activities

- Oversee and manage implementation of the Gender Action Plan activities for this infrastructure project aligning actions and minimizing gender related risks to women and girls
- Oversee and manage the implementation of GBVSH action plan and gender sensitive RAP
- Development of tools for collection of monitoring and evaluation data disaggregated by sex and offer technical expertise in gender mainstreaming support to the M & E Specialist.
- Prepare analytical and regular progress reports to donors, for Program
- Activate and oversee use of systems and processes for effective planning, monitoring and timely progress reporting on activities;
- Ensure the appropriate utilization of resources approved and outlined in the GAP, GBVSH action plan and RAP activities, making sure that women in both male and female headed households, youth, girls and boys benefit equitably from the planned and implemented project interventions
- Oversee the collection and verification of accurate and complete documentation for audit review, advice on the preparation of responses to audit and monitor the timely and full implementation of audit recommendations and requested actions;
- Provide orientation and supervisory guidance through performance assessments, work planning, and managerial supervision, including coordination with other stakeholders involved in the Program (under its various components, to ensure systematic and timely integration of gender actions under the GAP);
- Management of all operations related to activities.

Qualifications and experience:

- Bachelor's (or equivalent) in a social sciences, economics, gender studies and other development-related fields with minimum of 4 years of experience or a Master's degree in the same fields with a minimum of 2 year of progressively responsible experience in development, focusing on gender

programming, mainstreaming gender into project cycle stages and implementation of gender Action Plans, Gender sensitive RAPs and GBVSH Action plans in infrastructure projects with emphasis on women economic and social empowerment, realization of basic human rights by women and achievement of gender equality closing in the identified gaps in the energy sector in Rwanda.th an international organization;

Experience:

- Experience working with a variety of stakeholders and partners related to gender equality and women's empowerment, including, Governments and other public sector institution (preferably utilities) and civil society organizations, in a development context required, preferably in the region required.
- Experience in collection and analysis of gender related data.
- Previous experience in conducting empirical work such as focus groups discussions, awareness raising activities, qualitative in-depth interviews and M&E activities, or other related areas.
- Previous experience in community mobilization, stakeholder analysis and carrying out rapid needs assessments at institutional and local levels for capacity building programs
- Understanding of gender dimensions in Rwanda, including gender and energy policies and initiatives in the country.
- Previous experience working with private sector players (a plus if in the fields of off-grid solar and clean cooking), and other relevant stakeholders supporting gender equality in the infrastructure sectors (preferably energy) in Rwanda is a plus.
- Previous experience working with donor funded projects is a plus

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 09 / 10 / 2022 latest 5:50 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/...../2022

Felix GAKUBA
Managing Director

