

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	Head Administration & Logistics	01	<p><u>Job summary</u></p> <p>This role will be responsible for leading the Administration unit and managing the warehouses, determining the feasibility of asset acquisition and participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization.</p> <p><u>KEY RESPONSIBILITIES</u></p> <p><u>Asset Management</u></p> <ul style="list-style-type: none"> • Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, departmental policies and procedures • Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable • Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations <p><u>Logistics Management</u></p> <ul style="list-style-type: none"> • Manage planning and implementation of logistics, including coordination with Project Managers and Project Developers • Plan or implement material flow management systems to meet production requirements. • Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization. <p><u>Administration Management</u></p> <ul style="list-style-type: none"> • Supervise the building's operations and maintenance, real estate, project planning and management, communication, finance, facility function, technology integration, and environmental factors. • Handle the acquisition, distribution, and storage of equipment and supplies. • Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, materials, supplies, products, or services. <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Supervise and manage the performance and development of staff in the department in line with the Organisation's goals, objectives, policies and regulations.



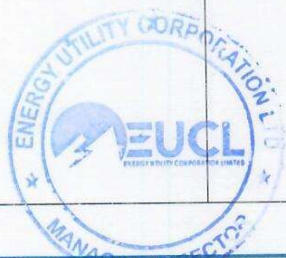

		<ul style="list-style-type: none"> Development of annual work plans and the annual budget plans and implementation. <p>Education/Experience</p> <ul style="list-style-type: none"> Master of Business Administration/Management/Accounting/Finance (MBA), Master of Science in Finance with 5 years of experience and 3 of which should be at manager level; <p>OR</p> <ul style="list-style-type: none"> Bachelor's Degree (A0) in Business Administration, Management, Accounting, Finance, and or Procurement/Supply Chain Management with 6 years of experience and 3 of which should be at manager level;
2	Chief Engineer Protection	<p>Job summary</p> <p>To maximize stability, security and reliability of the Transmission and Distribution Grid protection system;</p> <p>KEY RESPONSIBILITIES</p> <p>Technical Delivery</p> <ul style="list-style-type: none"> Ensure the development and implementation of a Transmission and Distribution Protection Maintenance Plan; Develop an appropriate Protection philosophy for the Transmission and Distribution Grid; Support transmission and distribution grid operations by establishing protection standards, procedures, safety and work processes; <p>Business</p> <ul style="list-style-type: none"> Contribute to the profitability of the Transmission Department; Ensure the Protection Unit is run as an efficient and professional entity; Ensure operational costs and development stay within budget and timelines; <p>Leadership</p> <ul style="list-style-type: none"> Support development of EUCL Strategic Action Plan Develop Business Plan and Budget for Transmission Department aligned with EUCL overall Strategic and Action Plans; Develop Deliverables and agree KPIs for Senior Leadership team; <p>Safety, Health & Environment</p> <ul style="list-style-type: none"> Ensure ALL operations by the Protection teams in the Transmission and Distribution Grid comply with Safety, Environment and Health statutory, legal and regulatory guidelines; Develop Safety regulations, processes and procedures; Monitor the implementation of safety procedures; Develop an appropriate environmental and regulatory framework to ensure compliance with set terms and condition in the plant and system operations;



			<ul style="list-style-type: none"> Minimize negative or adverse environmental impact by implementing professional handling and disposal of ALL effluent employed in operations; <p>Education/Experience</p> <ul style="list-style-type: none"> Master's Degree (MSc) in Electrical/ Power system/ Renewable energy/electronics engineering with 5 years of experience in related field. <p>OR</p> <ul style="list-style-type: none"> Bachelor's Degree (BSc) in Electrical/ Power system/ Renewable energy/electronics and telecommunication engineering with 6 years of experience in related field.
3	Senior Engineer system Operations	01	<p>Job summary</p> <p>Responsible for the real time Operation of the distribution network safety, reliability, and cost-effective delivery of electrical distribution system operations for and develop and direct effective dispatch system switching, work protection and troubleshooting response for planned and emergency events</p> <p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> Monitor that all switching procedures on the distribution network are written, coordinated, and dispatched by the Distribution control centre. Coordinates switching procedures; Manage and ensure that the Distribution control centre delivers well-coordinated operations with National control centre; Monitor, assess and communication substation about MV line and its T-off problems; Manage and oversee the system loading and appropriate action taken to achieve desired system performance. Notify other departments of emergency response status and recommend changes and upgrades to the system to improve system performance and safety; <p>Education/Experience</p> <ul style="list-style-type: none"> Master of Science (MSc) Degree in information system technology, computer science engineering, data communication and software engineering, Electrical Engineering, Mechanical or Electromechanical engineering, Renewable energy, electrical Power system engineering, Electronics and Telecommunication Engineering, with at least 3 years of



			<p>relevant experience in computer systems handling, software development, networking, programming, electrical/power network system management, information technology, software management, data communication engineering, electricity network planning & development, smart grid system handling in energy sector or any other recognized institution.</p> <p>OR</p> <ul style="list-style-type: none"> Bachelor Degree(A0) in information system technology, computer science engineering, data communication and software engineering, Electrical Engineering, Mechanical or Electromechanical engineering, Renewable energy, electrical Power system engineering, Electronics and Telecommunication Engineering, with at least 4 years of relevant experience in computer systems handling, software development, networking, programming, electrical/power network system management, information technology, software management, data communication engineering, electricity network planning & development, smart grid system handling in energy sector or any other recognized institution.
4	Performance Management & Training Specialist	01	<p>Job Summary</p> <p>Responsible for implementing the Performance Management and Training policy of the organization and development of a performance driven culture in line with the Human Resource strategic objectives of the organisation</p> <p>Key Responsibilities:</p> <p>Performance Management</p> <ul style="list-style-type: none"> Develop and implement integrated Performance Management system within the utility, with the ultimate goal of establishing a performance related pay framework. Develop job descriptions in line with departmental heads and ensure each job holder has a signed job description with their supervisor Develop and manage the utility's recognition frameworks and recommend best practices i.e Employee of the year awards, CEO awards, functional and departmental awards. Develop an effective Performance Management system for the utility <p>Reporting</p> <ul style="list-style-type: none"> Develop performance appraisal reports for management's attention and action; <p style="text-align: right;"><i>he</i></p>



			<p><u>Employee Relations</u></p> <ul style="list-style-type: none"> • Lead in conducting employee satisfaction surveys and audits when required, and climate monitoring during Branch visits or through various employee interactions • Support the utility to implement various change management strategies and interventions according to the relevant changes in respective Branches or Business Units <p><u>Training</u></p> <ul style="list-style-type: none"> • Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments; • Develop an annual training plan with reference to the overall training needs of the organization; • Design and expanding training and development programs based on the needs of the organization and the individual; • Develop and implement effective induction programs for new employees <p><u>Budgeting</u></p> <ul style="list-style-type: none"> • Develop an annual training budget and monitor training expenditure • Consider the costs of planned programs and keeping within budgets as assessing the return on investment of any training or development program is becoming increasingly important <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Human Resource management, Organisational Psychology • At least 3 years of experience in Human Resource Operations
5	Procurement Specialist	01	<p><u>Job Summary</u></p> <p>Responsible for the efficient and collaborative procurements which are corporately compliant (advice, tendering, evaluation award & contract management) and which result in a high value adding commercial outcome.</p> <p><u>Key Responsibilities:</u></p> <p><u>Financial</u></p>



he

			<ul style="list-style-type: none"> Identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements. Maintain accurate auditable records of all procurement process which result in high process compliance. <p>Stakeholder</p> <ul style="list-style-type: none"> Plan and engage with unit managers to understand contract specifications and with suppliers to develop a profile of delivery capability which results in effective market engagement. Build into contract & framework developments, EUCL's sustainable procurement obligations and preferences including assurance of procurement authority level adherence which result in stakeholder satisfaction of procurement services. <p>Business Process</p> <ul style="list-style-type: none"> Build supplier, category and market understanding through performance management, research and stakeholder briefings which result in the management of commercial issues throughout the commissioning and procurement cycle. Review planned orders, creates requisitions for purchased items, and manages approval process. Transmit and prioritize approved purchase orders and supporting documents to supplier. <p>Education and Experience requirements</p> <ul style="list-style-type: none"> At least a bachelor's degree (A0) in Procurement, or Business Administration, Law with a procurement related qualification. At least 3 years of experience in a Procurement related role
6	Archives & Records Management Officer	01	<p>Job Summary</p> <p>Responsible for the company records and archives management, which includes both the physical hard copy documents and electronic archives.</p> <p>Key Responsibilities:</p> <p>Records Management</p> <ul style="list-style-type: none"> Administer the Company registry, records centre and archives ensuring completeness and security of all records. Arrange the acquisition and retrieval of records and catalogue all files documents for easy retrieval and reference. Maintain security and confidentiality of information in accordance with EUCL policies and other legal requirements.



he

			<ul style="list-style-type: none"> Administer and assure quality of all records management activities of the Company. Receive, register, share/dispatch all Company documents (records) in accordance with the relevant classes (confidential/classified/ open, etc.) and ensure safe custody. <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> A0 in Library & Information Science, Archiving Sciences, Library Studies; Management Information Systems (MIS) or Information Technology, Computer Engineering, Secretarial and Office Management, Secretarial Studies, Public Administration, Management Studies, Business Studies, and other related disciplines with at least 2 years of experience. <p><u>OR</u></p> <ul style="list-style-type: none"> Diploma (A1) in Library & Information Science, Archiving Sciences, Documentation, Library Studies, Secretarial and Office Management, Secretarial Studies, Public Administration, Management Studies, Business Studies, and other related disciplines with at least 3 years of experience in the Management of Archives.
7	Administrative Assistant to MD's Office	01	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> Organize MD's Office activities. Receive and orient EUCL visitors. Receive, register and follow-up correspondence coming to the MD's office and ensure their proper management. Register, distribute and follow-up on correspondences going out from the MD's office. Provide secretarial services to the MD's office. Plan, budget, manage and report on furniture, equipment, and logistics at the MD's office. Prepare a conducive environment for the meetings hosted by EUCL. <p><u>Education and Experience requirements</u></p> <p>Bachelor's degree in library and information sciences, secretarial studies, public administration, management, business administration with at least 1 year of experience in an Administrative Assistant role</p> <p><u>OR</u></p> <p>A1 in library and information sciences, secretarial studies, public administration, management, business administration with at least 2 years of experience in an Administrative Assistant role</p>



Required Documents for application:

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

Submission of Applications

Interested and qualified candidates should submit their soft copy applications documents **in one folder addressed to Managing Director of EUCL**, through recruitment@eucl.reg.rw **with the position they are applying for in subject line** not later than **08 MAY 2024** at 5.00 pm. Hard copies are not accepted. 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,



Claver GAKWAVU

Acting Managing Director

