JOB ADVERTISEMENT

The management of **Energy Utility Corporation Limited** (**EUCL**) informs the public that it is recruiting competent and qualified staff to fill the following positions:

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	**IT Business Analyst**	**02**	**Key responsibilities:** 1 Take lead role in assisting with the business case, planning and monitoring, eliciting requirements, requirements organization, Translating and simplifying requirements, requirements management and communication, Requirements analysis. 2 Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats. 3 Analyse requirements related to design of new programs; constructs workflow charts and diagrams; studies system capabilities and writes specifications. **Required Education background & Experience:** 1 Having a Bachelor's Degree (A0) in Software engineering/ Information Technology/ Computer Science or other related field, 2 Being a fresh graduant who graduated from 2017 to date with distinction.
2	**IT Support Engineer**	**04**	**Key responsibilities:** 1 Responsible for designing, developing, and testing computer hardware, including computer systems, circuit boards, computer chips, keyboards, routers, and printers. Supervises the manufacturing, production, and installation of the parts, 2 Provide desktop and server support, 3 Setting up and configuring new laptops and desktops and install authorised software to laptops and desktops to company users. **Required Education background & Experience:** 1 Having a Bachelor's Degree (A0) in IT/ Computer Science/ Computer engineering or other related field, 2 Being a fresh graduant who graduated from 2017 to date with distinction.
3	**Application Developer**	**02**	**Key responsibilities:** 1 Responsible for designing the prototype application, indicate program unit structure and coordinate application plans,

			2	Develop an in-depth knowledge of the company's application portfolio, development tools, and development procedures,
			3	Actively participate in the development and review of business and system requirements to obtain a thorough understanding of business needs in order to deliver accurate solutions.
			Required Education background & Experience:	
			1	Having a Bachelor's Degree (A0) in Software Engineering/Computer Science/Computer engineering or other related field,
			2	Being a fresh graduant who graduated from 2017 to date with distinction,

Required Documents for application:

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

Submission of Applications

Interested and qualified candidates should submit their soft copy applications addressed to the **MANAGING DIRECTOR of EUCL Ltd** through this e-mail address: **recruitment@eucl.reg.rw** not later than **02nd September 2020** at **05:00 P.M.** Hard copies are not accepted. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for this position, please visit our website on **https://www.reg.rw**

Note: *"REG is an equal opportunity employer. As part of its Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage women to apply. Special consideration will be given to qualified women applicants."*

Done at Kigali, on **25/08/2020**

Armand ZINGIRO
Managing Director

Energy Utility Corporation Ltd	

JOB DETAILS	
Job Title: Business Analyst	**Supervisor/Manager Title:** Business Application Manager
Department: Information Technology	**Unit:**
Current Level: Officer	

Job summary: Description of the purpose of the job in 2-3 sentences
Take lead role in assisting with the business case, Planning and monitoring, Eliciting requirements, Requirements organization, Translating and simplifying requirements, Requirements management and communication, Requirements analysis.

Key responsibilities: Brief description of duties or the responsibilities for the job	

Analysis

4 Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats.

5 Analyze requirements related to design of new programs; constructs workflow charts and diagrams; studies system capabilities and writes specifications.

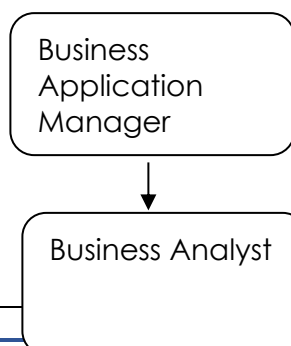6 Recommend controls by identifying problems; writing improved procedures.

Monitoring

7 Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.

8 Maintain system protocols by writing and updating procedures.

9 Make business / system analysis for the new systems implementations /developments

10 Analysis of the companies requirements and mapping them with applications

11 Responsible for data collection, analysis, preparation for data upload to databases where required

12 Participate in the configuration and testing of new applications to ensure the successful execution of new implementations.

13 Supervise documentation of the implementation for all business applications and testing the setup of the Application priors.

14 Test any new patches or required upgrades, and study their effect on the application performance

15 Working with development and support teams on daily basis providing functional support as well as technical troubleshooting assistance to ensure the successful running of business operations.

16 Learn the system from the end-user application perspective; this includes tips on optimal workflow and processes.

IT Support

17 Provide direct support to applications users within a defined work area.

18 Act as a coach and champion in the use of the systems/applications, reinforce positive habits and overcome negative workarounds.

19 Participate in testing and validation of the new standards, new processes, and new functionality.

iStaff responsibility: Simple Organogram to show the position, the job-titles of whom jobholder reports to, and those that report directly to jobholder.

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│  Business       │
│  Application    │
│  Manager        │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Business Analyst│
└─────────────────┘
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Educational Requirements & Related Job Experience/Qualifications:

- Bachelor's Degree (A0) in IT/ Computer Science o

- At least 3 years of experience in an IT related role

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

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

SIGNATURES

Name of jobholder(s):	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:
Name of Manager:	Signature(s):	Date:

Energy Utility Corporation Ltd	

JOB DETAILS

Job Title: Application Developer	**Supervisor/Manager Title:** Business Application Manager
Department: Information Technology	**Unit:**
Current Level: Officer	

Job summary: Description of the purpose of the job in 2-3 sentences

Responsible for designing the prototype application, indicate program unit structure and coordinate application plans

Key responsibilities: Brief description of duties or the responsibilities for the job

Application Design

20 Develop an in-depth knowledge of the company's application portfolio, development tools, and development procedures.

21 Actively participate in the development and review of business and system requirements to obtain a thorough understanding of business needs in order to deliver accurate solutions.

22 Provide development activities level of effort and duration estimates for schedule planning. The developer is expected to proactively manage activities to deliver required work on time.

23 Design application solutions that fully implement business requirements.

24 Develop high quality software code in accordance with established company standards and development guidelines.

25 Produce technical documentation that accurately and thoroughly depicts the software design and code base. The documentation needs to sufficiently assist QA testing and production support activities.

26 Perform adequate unit testing of own and other developers' application development work. At a minimum, unit testing should ensure all requirements have been addressed, all basic functionality works, and errors are handled properly.
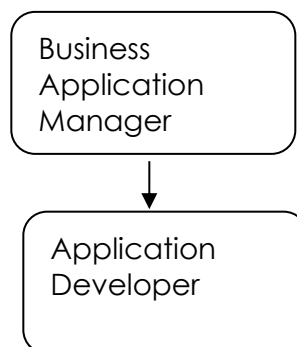
Troubleshooting

27. Expeditiously troubleshoot application production issues that resolve the issues without causing additional problems.

28. Review and analyse the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.

29. Provide updates to the Application Development Manager and Project Managers on work in progress, work completed, and work planned, and issues potentially impacting the on time completion or quality level of work.

Analysis

30. Perform systems analysis and functional testing as needed.

Staff responsibility: Simple Organogram to show the position, the job-titles of whom jobholder reports to, and those that report directly to jobholder.

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│ Business        │
│ Application     │
│ Manager         │
└────────┬────────┘
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         ▼
┌─────────────────┐
│ Application     │
│ Developer       │
└─────────────────┘
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Educational Requirements & Related Job Experience/Qualifications:

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SIGNATURES

Name of jobholder(s):	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:
Name of Manager:	Signature(s):	Date:

Energy Utility Corporation Ltd	
JOB DETAILS	
Job Title: IT Support Engineer	**Supervisor/Manager Title:** Help Desk Manager
Department: Information Technology	**Unit:**
Current Level: Officer	

Job summary: Description of the purpose of the job in 2-3 sentences

Responsible for designing, developing, and testing computer hardware, including computer systems, circuit boards, computer chips, keyboards, routers, and printers. Supervises the manufacturing, production, and installation of the parts.
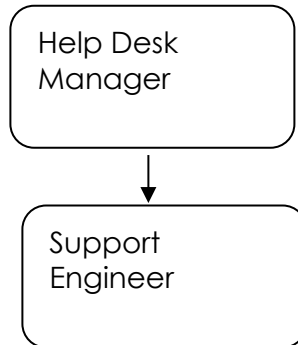
Key responsibilities: Brief description of duties or the responsibilities for the job

IT Support

4   Provide desktop and server support

5   Setting up and configuring new laptops and desktops and install authorised software to laptops and desktops

6   Implement and ensure that security and upgrades are applied and kept up to date on desktops and laptops

7   Implementation of antivirus installation to all desktops and laptops

8   Report faults and maintaining logs on servers, desktops and laptops

9   Complete internal user moves including phones, patching of network and phones

10 Responsible for setting up and configuring new core servers and installing authorised software to core servers

11 Create purchase requisitions for IT hardware/software

12 Manage and ensure that all software purchased licensing is recorded and maintained

13 Exchange server mailbox maintenance including archiving mailboxes

14 Set up new users and disabling expired accounts in accordance with HR requirements

Staff responsibility: Simple Organogram to show the position, the job-titles of whom jobholder reports to, and those that report directly to jobholder.

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┌─────────────┐
│ Help Desk   │
│ Manager     │
└──────┬──────┘
       │
       ▼
┌─────────────┐
│ Support     │
│ Engineer    │
└─────────────┘
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Educational Requirements & Related Job Experience/Qualifications:

- Bachelor's Degree (A0) in IT/ Computer Science o

- At least 3 years of experience in an IT related role

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

- Analytical and investigative skills
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