

Job Advertisement

The management of Rwanda Energy Group Limited (**REG Ltd**) informs the Public that it is recruiting competent, qualified and experienced staff to the following positions:

No	Position	Number Required	Job requirement
1	Head of Science and Technology	1	<ul style="list-style-type: none"> • Master's Degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable Energy, Electronics Engineering, with a minimum of 3 years of relevant experience <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy, Electronic Engineering with a minimum of 5 years of relevant experience • Demonstrated experience in research (having published at least one research paper in a recognized journal, conference, etc.) <p>Additional skills</p> <ul style="list-style-type: none"> • Demonstrated experience in Research (industrial/academic research) • Good Leadership skills • Good knowledge of technology and innovation in the Energy sector. • Strong information Analytical skills • Knowledge of efficient budget development • Formulate plans to stay at top of industry • Quality standard enforcement • Time management and planning skills
2	Head of Business Development	1	<ul style="list-style-type: none"> • Master's Degree in Economics, Business Administration, Finance, Marketing, statistics with a minimum of 3 years of relevant experience in business development, sales, or a relevant role <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Business Management, Economics, Finance, Marketing, statistics with a minimum of 5 years of relevant experience in business development, sales or a relevant role <p>Additional skills</p> <ul style="list-style-type: none"> • Leadership skills • Industrial/academic research • Strong communication and negotiation skills

			<ul style="list-style-type: none"> • Stakeholder management skills • Proven ability to build rapport • Experience with design and implementation of business development strategy • The ability to self-motivate and motivate a team • Time management and planning skills
3	Energy Research Specialist	1	<ul style="list-style-type: none"> • Master's Degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable Energy with a minimum of 3 years of relevant experience <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 5 years of relevant experience <p>Additional skills</p> <ul style="list-style-type: none"> • Good knowledge of technology and innovation in the Energy sector. • Strong information Analytical skills • Knowledge of efficient budget development • Formulate plans to stay at top of industry • Quality standard enforcement • Ability to cooperate with staff members and other departments • Time management and planning skills
4	Energy Research Officer	1	<ul style="list-style-type: none"> • Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 3 years of relevant experience <p>Additional Skills</p> <ul style="list-style-type: none"> • Good knowledge of technology and innovation in the Energy sector. • Strong information Analytical skills • Formulate plans to stay at top of industry • Quality standard enforcement • Ability to cooperate with staff members and other departments • Time management and planning skills
5	Head of Audit at Subsidiary Level		<ul style="list-style-type: none"> • Relevant professional qualification, such as ACCA, CPA, CISA or CFA; with at least 3 years of proven experience at managerial level; • Master's degree in finance, accounting, or relevant field will be an added advantage; <p>OR</p>

		<ul style="list-style-type: none"> • Relevant professional qualification, such as ACCA, CPA, CISA or CFA with at least 3 years of proven managerial experience; Bachelor's Degree in Accounting and Finance will be added advantage • Certified Internal Auditor with relevant experience as regards to the audit of large institutions such as REG; • Bachelor's degree (A0) majoring in Accounting or Finance with proven experience at managerial level for at least 5 years will be an added advantage. <p>Additional Skills</p> <ul style="list-style-type: none"> • Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level • IT – use of specialized audit software such as teammate • Advanced people skills – leading a large department • Process management – required to review financial management systems and procedures • Project management – abilities to review and recommend improvements of project plans, • Analytical skills and report writing skills
6	IT Systems Audit Manager	<ul style="list-style-type: none"> • Professional qualification, such as Information Systems Auditor (CISA) with proven experience of at least 3 years in the similar field • Master's degree in information systems audit, IT audit, or relevant field with at least 3 years of proven experience working on financial management systems will be an added advantage <p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree (A0) in Information systems audit and • relevant professional qualification, such as ACCA, CPA or CFA Certified Information Systems Auditor (CISA); • At least 5 years working experience in a related field <p>Additional skills</p> <ul style="list-style-type: none"> • Knowledge of current technological developments/trends in area of expertise. • Knowledge of auditing concepts and principles. • Ability to gather data, compile information, and prepare reports. • Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards. • Ability to review system backup, disaster recovery and maintenance procedures.

			<ul style="list-style-type: none"> • Ability to communicate with and understand the requirements of professional staff in area of specialty. • Ability to create, compose, and edit written materials. • Knowledge of software requirements for the auditing of computing systems and procedures. • Knowledge of computer systems development and programming. • Knowledge of general accounting principles. • Knowledge of public auditing policies, standards, and procedures. • Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer systems
7	Internal Audit Specialist	2	<ul style="list-style-type: none"> • Relevant professional qualification, such as, CPA full completion or ACCA professional Level; with at least 3 years of proven experience in audit field; <p>OR</p> <ul style="list-style-type: none"> • Master's degree in finance, accounting, auditing in the relevant field will an added advantage <p>Additional skills</p> <ul style="list-style-type: none"> • Advanced numerical skills – statistical analysis, financial modelling, and analysis at a high level • IT – use of specialized software • Advanced people skills – leading a large department • Process management – required to develop financial systems and procedures • Project management – develop project plans, coordinate projects, completes projects on time • Analytical skills
8	Communications Manager	1	<ul style="list-style-type: none"> • Bachelor's degree in public Relations, journalism, communication, marketing, or any other related field with at least five (5) years of work experience in the related field <p>OR</p> <ul style="list-style-type: none"> • Master's degree in Public Relations, journalism, communication, marketing or any other related field with three (3) years of work experience <p>Additional skills</p> <ul style="list-style-type: none"> • Experience in media related field will be an asset • Ability to work under minimum supervision and sometimes under pressure

			<ul style="list-style-type: none"> • Should be knowledgeable about the electricity supply industry in Rwanda • Extensive knowledge of branding principles and tactics through multimedia including the Web. • Good written and oral communications skills • Working knowledge with social media • Strong interpersonal skills • Leadership skills • Ability to plan and conduct awareness programs • Ability to multi-task and complete simultaneous tasks within compressed timeframes • Proven ability to effectively design and implement both communication strategies • Experience with social media and other multimedia tools to position and promote communications activities • Ability to use design and editing software (such as Adobe Photoshop, InDesign, Premier, ...) • Strong command in oral and written Kinyarwanda and English as well as a working knowledge of French
9	External Link Specialist	1	<ul style="list-style-type: none"> • Bachelor's degree in Public Relations, journalism, communication, marketing or any other related field with at least five (5) years of work experience in a related field <p>OR</p> <ul style="list-style-type: none"> • Master's degree in Public Relations, journalism, communication, marketing or any other related field with three (3) years of work experience <p>Additional skills</p> <ul style="list-style-type: none"> • Should be knowledgeable about the electricity supply industry in Rwanda • Ability to work under minimum supervision and sometimes under pressure • Good Communication skills (both oral and written) • Interpersonal skills • Extensive knowledge on report writing and presentation skills • Work independently with a high degree of initiative • Team player • Experience in the field of CSR or in an NGO; • Good analytical skills • Attention to details • Leadership & management skills

			<ul style="list-style-type: none"> • Integrity • A good knowledge of protocol principles as well as diplomatic norms and practices; • A sound experience in ceremony, event management and protocol
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Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degrees;
4. A photocopy of the Identity card/Passport;
5. Full addresses of three referees, including preferably one of previous supervisors.
6. Proof of Experience (Work Certificate (s))

Submission of Applications

Interested and qualified candidates should submit their soft copy applications addressed to the **Chief Executive Officer of REG Ltd** only through this e-mail address: regrecruitment@reg.rw not later than **21/05/2021** at **05:00 PM**. 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, on 11/05/2021

Ron WEISS
Chief Executive Officer

1. Terms of reference for Head of Business Development

JOB DETAILS	
Job Title: Head of Business Development	Supervisor Title: Director of Research & Development
Department: Research & Development	Unit: Business Development
Current Level: Manager	Supervises: Energy Planning Specialist Engineers

Job summary: Description of the purpose of the job

Head of Business Development is responsible for developing, directing, and proposing the appropriate Business systems, processes, and technology for driving sustainable financial growth and forging strong relationships with stakeholders.

KEY RESPONSIBILITIES:

1. Technical Delivery

- Develop a strategy to ensure Research and Development within REG (and its subsidiaries) is aligned with and augments the overall corporate strategy.
- Promote innovation in the REG Group to capture practical, cost effective, local methods and technologies for adoption into the utility's mainstream activities.
- Research and new knowledge and technology regarding the delivery of innovative products, processes and services in generation, transmission, and distribution.
- Explore new and improved methods and formulate concepts and designs for new utility products, processes, and services.
- Selection and prioritization of the adoption of new technologies with emphasis on future capabilities for sustainability.
- Benchmarking with regional and other utilities to minimize risk and fast – track adoption of new technology.
- Contacting potential clients to establish rapport and arrange meetings.
- Planning and overseeing new marketing initiatives.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Developing a business development strategy focused on financial gain
- Arranging business development meetings with prospective stakeholders
- Developing growth strategies and plans
- Managing and retaining relationships with existing clients
- Negotiating with stakeholders
- Identifying and mapping business strengths and customer needs
- Researching business opportunities and viable income streams
- Following industry trends locally and internationally

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- Reporting on successes and areas needing improvements
 - Locates or proposes potential business deals by contacting potential partners.
 - Discovers and explores business opportunities.
 - Screens potential business deals by analysing market strategies, deal requirements, and financials.
 - Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations.
 - Examines risks and potentials for the business opportunities.
 - Estimates partners' needs and goals.
 - Initiate and writing fundable research project concept papers/ business proposals
 - Closes new business deals by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with business operations.
 - Protects organization's value by keeping information confidential.
 - Enhances organization's reputation by accepting ownership for accomplishing new and different requests.

2. Leadership

- Lead the business development unit; supervise and manage staff performance and development in line with the organization's goals, objectives, policies and regulations.

Educational Requirements:

Master's Degree in Economics, Business Administration, Finance, Marketing, statistics with a minimum of 3 years of relevant experience in business development, sales, or a relevant role

Or

Bachelor's degree in Business Administration, Business Management, Economics, Finance, Marketing, statistics with a minimum of 5 years of relevant experience in business development, sales or a relevant role

Additional skills:

- Leadership skills
- Professional/academic research
- Strong communication and negotiation skills
- Stakeholder management skills
- Proven ability to build rapport
- Experience with design and implementation of business development strategy
- The ability to self-motivate and motivate a team
- Time management and planning skills

2. Terms of reference for Head of Science & Technology

JOB DETAILS	
Job Title: Head of Science & Technology	Supervisor Title: Director of Research & Development
Department: Research & Development	Unit:
Current Level: Head	

Job summary: Description of the purpose of the job

Head of Science and Technology is responsible for developing, directing and proposing the appropriate scientific and technological innovations for driving sustainable delivery of innovative products, processes and services in energy generation, transmission and distribution

Key Responsibilities

Technical Delivery

- Develop a strategy to ensure Research and Development within REG (and its subsidiaries) is aligned with and augments the overall corporate strategy;
- Promote innovation in the REG Group to capture practical, cost effective, local methods and technologies for adoption into the utility's mainstream activities;
- Research and new knowledge and technology regarding the delivery of innovative products, processes and services in generation, transmission and distribution;
- Explore new and improved methods and formulate concepts and designs for new utility products, processes and services;
- Selection and prioritisation of the adoption of new technologies with emphasis on future capabilities for sustainability;
- Benchmarking with regional and other utilities to minimise risk and fast – track adoption of new technology;
- Achieves great results with information technology staff by conveying job expectations, strategizing, overseeing and assessing results, acting as a mentor, counselor and disciplinarian, and implementing the procedures and policies issued by the company
- Maintains efficiency and effectiveness of the company by creating and presenting plans for bringing new technologies into the workplace;
- Organizes and oversees research subjects by examining plans, policies, and user projects as they relate to the goals of the company;
- Conducts audits of currently implemented technologies to verify the results of their applications in the workplace;

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- Makes recommendations for IT plans and policies by assessing the results of the organization, finding issues, determining requirements and evaluating the feasibility of current industry trends
 - Maintains asset quality through implementation of control structures, information security and procedures for back-up and disaster recovery;
 - Reaches the financial goals of the company by anticipating requirements, crafting a yearly budget, scheduling purchases, examining variances and taking actions to implement solutions;

Leadership

- Lead the science and technology research team; supervise and manage staff performance and development in line with the organization's goals, objectives, policies and regulations.

Educational Requirements:

- Master's Degree in Electrical Engineering, Electro-Mechanical Engineering Business Administration, Finance, Marketing, with a minimum of 3 years of relevant experience

Or

- Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering with a minimum of 5 years of relevant experience

Additional skills:

- Leadership skills
- Good knowledge of technology and innovation in the Energy sector.
- Strong information Analytical skills
- Knowledge of efficient budget development
- Formulate plans to stay at top of industry
- Quality standard enforcement
- Time management and planning skills

3. Terms of reference for Energy Research Specialist

JOB DETAILS	
Job Title: Energy Research Specialist	Supervisor Title: Head of Science & Technology
Department: Research & Development	Unit: Science & Technology
Current Level: Specialist	

Job summary: Description of the purpose of the job

The energy Research Specialist is responsible for locating, gathering, and analyzing energy data in a proficient and timely manner, to provide information and analysis to REG and/or Stakeholders.

Key Responsibilities

Technical Delivery

- Presenting forecasting reports, data, and information on trends in an easy to understand and useful format, as well as utilizing the information gathered and knowledge of the industry to proffer recommendations to the organization or its stakeholders as needed
- Responsible for utilizing various computerized tools to collect and organize various energy data sources, develop analysis into processes, and improve existing processes in the organization.
- Undertake various projects that may include energy efficiency consulting, demand-side project management, and energy auditing, as well as energy and related economic analysis.
- Work with large data sets to develop and execute long-term Measurement and Verification plans for evaluating energy performance and building operations, measuring energy savings, and tracking project performance.
- Undertaking research to identify relevant market changes and respond to client and internal inquiries;
- Coordinate with multiple stakeholders during all project stages to assist in the design and implementation of Measurement and Verification plans for continuous monitoring of energy performance;
- Review of design documents, Measurement and Verification specifications, and shop drawings of metering system to ensure all Measurement and Verification requirements are met
- Manage energy performance analysis, including data collection from various software tools; sub-metering data analysis for end-use accounting, energy, and water cost analysis, and utility bill accounting
- Support energy sales efforts with a focus on commercial and industrial energy consumers
- Generate insights on matters relating to energy markets

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- Deliver broad and customer specific insights through written reports, presentations, and customer visits
 - Responsible for evaluating the value and impact of various on-site energy assets such as storage, distributed generation, and efficiency
 - Collaborate with the sales unit to develop and maintain sales tools and aids to model customer costs
 - Provide news and content on energy market developments, with technical analysis of market trends to assist the sales team and customers

Educational Requirements:

- Master's Degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 3 years of relevant experience
Or
- Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 5 years of relevant experience

Additional skills:

- Good knowledge of technology and innovation in the Energy sector.
- Strong information Analytical skills
- Knowledge of efficient budget development
- Formulate plans to stay at top of industry
- Quality standard enforcement
- Ability to cooperate with staff members and other departments
- Time management and planning skills

4. Terms of reference for Energy Research Officer

JOB DETAILS	
Job Title: Energy Research Officer	Supervisor Title: Energy Research Specialist
Department: Research & Development	Unit: Science & Technology
Current Level: Officer	

Job summary: Description of the purpose of the job

The energy Research Officer is responsible for assisting in locating, gathering, and analyzing energy data in a proficient and timely manner, to provide information and analysis to REG and/or Stakeholders.

Key Responsibilities

- Assisting in presenting forecasting reports, data, and information on trends in an easy to understand and useful format, as well as utilizing the information they have gathered and knowledge of the industry to proffer recommendations to the organization or its clients as needed
- Collect and organize various energy data sources, develop analysis into processes, and improve existing processes in an organization.
- Work with large data sets to develop and execute long-term Measurement and Verification (M&V) plans for evaluating energy performance and building operations, measuring energy savings, and tracking project performance.
- Assist in undertaking research to identify relevant market changes and respond to client and internal inquiries.
- Support energy sales efforts with a focus on commercial and industrial energy consumers
- Generate insights on matters relating to energy markets
- Provide news and content on energy market developments, with technical analysis of market trends to assist the sales team and customers

Educational Requirements:

- Bachelor's degree in Electrical Engineering, Electro-Mechanical Engineering, Renewable energy with a minimum of 3 years of relevant experience

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

- Good knowledge of technology and innovation in the Energy sector.
- Strong information Analytical skills
- Formulate plans to stay at top of industry
- Quality standard enforcement
- Ability to cooperate with staff members and other departments
- Time management and planning skills

5. Terms of reference for Head of Audit

JOB DETAILS	
Job Title: Head of Audit at Subsidiary Level	Supervisor: Chief Internal Auditor
Department: AUDIT	Unit: -
Current Level: Head	

Job summary:

The Head of internal audit is responsible at supervising the functions of Internal Audit at subsidiary level

Key responsibilities

- To establish and update a risk based three (3) years and annual audit plan with input from management using a format prescribed by the Chief Internal Auditor for approval of the Audit Committee;
- to coordinate internal auditing activities and plans with other assurance providers to minimize duplication of effort and increase coverage;
- to communicate the three (3) years and annual audit plan to the office of the Chief Internal Auditor for review and the entity's Audit Committee for approval;
- to manage internal audit resources to achieve the approved plan;
- to manage audit functions to achieve assigned objectives;
- to communicate on time internal audit engagement reports to the management;
- to submit the consolidated internal audit report to the Audit Committee and to the Chief Internal Auditor thirty (30) days after the end of each quarter;
- to conduct follow up tests and report to the Audit Committee, Chief Budget Manager and the Office of the Chief Internal Auditor on progress of implementation of internal audit and external audit recommendations thirty (30) days after the end of each quarter;
- to prepare an annual internal audit unit activity report indicating performance relative to key performance indicators to the Audit Committee, Chief Budget Manager and the Office of the Chief Internal Auditor no later than 31st August using a format prescribed by the Chief Internal Auditor;
- to issue an annual opinion on the adequacy of internal controls;
- to discuss to the audit engagement, the core principles for the professional practice of internal audit, the definition of internal audit, the code of ethics, the standards and Audit Committee charter with senior management and the Executive Authority or the Executive Head;
- to serve as Secretary of the Audit Committee.

Leadership & people management

- Lead the group's Audit team; supervise and manage staff performance and development in line with the organization's goals, objectives, policies and regulations.
- Develop a departmental annual work plan and financial budget and monitor their implementation in line with the approved business strategy and plan
- Work with HR to develop an effective capacity building and mentorship scheme for the Audit function across REG to optimize compliance.

Educational Requirements & Experience/Qualifications:

- Master's degree in finance, accounting, or relevant field
- A relevant professional qualification, such as ACCA, CPA or CFA; and;
- At least 5 years of experience in a finance or accounting, 5 of which should be at senior management level in a utility or large electric energy operation company with vast financial and investment operations or
- Bachelor's degree (A0) in a relevant field and.
- A relevant professional qualification, such as ACCA, CPA or CFA;
- At least 8 years working experience in a related field, 5 of which should be at a senior management level in a utility or large electric energy operation or company with vast financial and investment operations

Additional skills:

- Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level
- IT – use of specialised software
- Advanced people skills – leading a large department
- Process management – required to develop financial systems and procedures
- Project management – develop project plans, coordinate projects, completes projects on time
- Analytical skills

6. Terms of reference for IT Systems Audit Manager

JOB DETAILS	
Job Title: IT Systems Audit Manager	Supervisor/Manager Title: Chief Internal Auditor
Department: AUDIT	Unit: -
Current Level: Manager	

Job summary:

The IT Systems Audit Manager is responsible for performing detailed evaluation and internal control and audit reviews of computer information systems

Key responsibilities

- Prepare audit plans detailing the scope, nature and timing of audit activities as agreed with the Chief Internal Auditor
- Evaluate the adequacy and effectiveness of controls of governance, operations and information systems;
- Perform risk assessments on key activities to evaluate the organization's ability to efficiently and effectively mitigate risks.
- Test IT based areas including financial processes, payroll, accounts payable and receivable, human resource processes, research projects, and information systems
- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains and develops computerized audit software.
- Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- Follows up on audit findings to ensure that management has taken corrective action(s).
- Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Conduct operational, compliance, financial and investigative audits, as assigned.
- Performs miscellaneous job-related duties as assigned.

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- Provide appropriate recommendations for improving the IT system process in accomplishment of its objectives;

Educational Requirements & Experience/Qualifications:

- Master's degree in Finance, Accounting, Auditing, IT, or relevant field
- A relevant professional qualification, such as ACCA, CPA or CFA; Certified Information Systems Auditor (CISA) and;
- At least 3 years of experience in a Finance or Accounting, Audit, IT Systems auditing

OR

- Bachelor's degree (A0) in Finance, Accounting, Auditing, IT a relevant field and.
- A relevant professional qualification, such as ACCA, CPA or CFA Certified Information Systems Auditor (CISA);
- At least 5 years working experience in a related field

Additional skills:

- Knowledge of current technological developments/trends in area of expertise.
- Knowledge of auditing concepts and principles.
- Ability to gather data, compile information, and prepare reports.
- Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Ability to communicate with and understand the requirements of professional staff in area of specialty.
- Ability to create, compose, and edit written materials.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Knowledge of general accounting principles.
- Knowledge of public auditing policies, standards, and procedures.
- Knowledge of laws, regulations, and standards governing all aspects of the utilization of computer systems

7. Terms of reference for Internal Audit Specialist

JOB DETAILS	
Job Title: Internal Audit Specialist	Supervisor Title: Chief Internal Auditor
Department: AUDIT	Unit: -
Current Level: Specialist	

Job summary:

The Internal Audit Manager is responsible for assisting in implementation of a risk-based annual audit plan, carrying out audit activities and following up recommendations made to evaluate actions taken.

Key responsibilities

- Prepare audit plans detailing the scope, nature and timing of audit activities as agreed with the Chief Internal Auditor;
- Carrying out the agreed audit activities in line with appropriate professional standards;
- Providing assurances, opinions and making recommendations to improve processes and systems where appropriate;
- Evaluate the adequacy and effectiveness of controls of governance, operations and information systems;
- Communicate audit findings and recommendations to managers, directors and Management for review and further discussion
- Provide feedback on the adequacy, effectiveness, and efficiency of the internal controls in the organization
- Obtain, analyze, and evaluate documentation, previous reports, data, and flowcharts to identify loopholes and recommend risk aversion measures and cost savings
- Conduct follow up audits and monitor management's intervention
- Draft reports that reflect audit findings intended for submission to supervisors, process owners, and management
- Following up recommendations made to evaluate actions taken.

Educational Requirements & Experience/Qualifications:

- Master's degree in finance, accounting, Auditing or relevant field
- A relevant professional qualification, such as ACCA, CPA or CFA; and;
- At least 3 years of experience in Finance, Accounting, Auditing, 5 of which should be at senior management level in a utility or large electric energy operation company with vast financial and investment operations

OR

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- Bachelor's degree (A0) in a relevant field and.
 - A relevant professional qualification, such as ACCA, CPA or CFA;
 - At least 5 years working experience in Finance, Accounting, Auditing

Additional skills:

- Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level
- IT – use of specialised software
- Advanced people skills – leading a large department
- Process management – required to develop financial systems and procedures
- Project management – develop project plans, coordinate projects, completes projects on time
- Analytical skills

8. Terms of reference for Communication Manager

JOB DETAILS	
Job Title: Communications Manager	Supervisor Title: External Link Coordinator
Department: External link coordination	Unit: -
Current Level: Manager	

Job summary:

The Communication Manager is responsible for the development of an efficient Corporate Communications practice where stakeholders have access to relevant information

Key responsibilities

Strategic Planning and Management

- Lead the research, development and implementation of a Communication strategy, standards and practices organisational-wide that elicit, as well as promote the ethos of the organisation
- Produce an annual corporate communications plan, incorporating corporate campaigns and departmental-based campaigns which need to be published on an ongoing basis
- Manage all the existing communications functions of REG within one centralized team, and incorporate, where appropriate, the budgets associated with directorate-based communications activities
- Oversee the development of an intranet and company website and production of a web strategy that supports the corporate ICT strategy and makes greater use of emerging technologies including social media

Communications and Corporate Relations

- Support organizational change ensuring the appropriate systems of performance and development, communications, equality impact assessment, monitoring and review are in place
- Provide support to the organisation's officers and members in the exercise of their various Communications related activities, and maintain a close and supportive working relationship with the line manager, and CEO
- Deliver targeted campaigns to REG customers and the community, including those necessary to promote progress on the Group's key pledges and other priorities.
- Manage all aspects of the REG's website and intranet to a high standard, and produce user friendly e-products in the light of the REG user feedback.

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- Take the lead in Emergency Disaster Management communication and deliver robust internal communications during a period of significant change and uncertainty across the organisation
 - Plan and conduct public opinion on the program implementation for further improvement

Educational Requirements & Experience/Qualifications:

- Bachelor's degree in public Relations, journalism, communication, marketing or another related field; with at least 5 years of work experience in the related field;
- A Master's degree or post graduate diploma in a related field is an added advantage
- Should be knowledgeable about the electricity supply industry in Rwanda

Additional skills:

- Extensive knowledge of branding principles and tactics through multimedia including the Web.
- Good written and oral communications skills
- Strong interpersonal skills
- Ability to multi task and complete simultaneous tasks within compressed timeframes
- Proven ability to design, develop and implement both communications and strategic programs and supporting tactics.
- Ability to understand technical and business concepts and express these concepts in a clear, concise manner

9. Terms of reference for External Link Specialist

JOB DETAILS	
Job Title: External Link Specialist	Supervisor Title: External Link Coordinator
Department: External link coordination	Unit: -
Current Level: Specialist	

Job summary:

The External Link Specialist is responsible for the implementing an efficient Corporate Communications practice where stakeholders have access to relevant information

Key responsibilities

- Prepare or edit program publications for internal and external audiences
- Respond to request for information from the media and all program stakeholders
- Establish and maintain cooperative relationships with stakeholders
- Plan and direct development and communication of informational programs to maintain favorable public and stakeholder perceptions of program's accomplishments and agenda.
- Produce or coordinate production of advertisement and promotions
- Arrange public appearances, lectures, contests, or exhibits for clients to increase service awareness
- Study the objective, promotional policies and needs for the program to develop public relations strategies that will influence public opinion, promote ideas and services.
- Confer with other managers to identify trends and key group interests and concerns or to provide advice on business decisions
- Consult with advertising agencies or staff to arrange promotional campaigns in all types of media
- Coach REG staff in effective communication with the public.
- Prepare speeches to be delivered to media, public or stakeholders
- Ensure timely purchase of advertising space to promote client services or agenda.
- Plan and conduct public opinion on the program implementation for further improvement

Educational Requirements & Experience/Qualifications:

- Master's degree in Public Relation, journalism, communication, marketing or another related field with one (1) year of work experience
- or
- Bachelor's degree in Public Relation, journalism, communication, marketing or another related field with at least three (3) years of work experience in the related field
- Should be knowledgeable about the electricity supply industry in Rwanda

Additional skills:

- Good Communication skills (both oral and written)
- Interpersonal skills
- Team player
- Good analytical skills