



Kigali, 27/08/2021

Ref:11.07.023/.....11362...../21/MD-EDCL/ FG/RJG/ar

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 REINFORCEMENT AND LAST MILE CONNECTIVITY**”. 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 positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Project Coordinator/RUEAP (1)	<u>Key roles/responsibilities</u> <ul style="list-style-type: none">• Coordinates projects activities with stakeholders including funding institutions and suppliers to build a consensus around projects activities and strategies.• Supervises the projects staff, consultants and Contractors.• Ensures that procurement plans are implemented and updated from time to time as required.• Coordinates the preparation, implementation and revision of work plans and budget of the program.• Ensures that projects activities are related to the agreed performance indicators to measure results and meets all standards.• Coordinates and ensures that environmental and social risks and impacts management procedures of the program are efficiently and effectively applied.• Maintains adequate records of projects activities.

		<ul style="list-style-type: none"> • Prepares projects reports including the Financial, physical progress, social and environmental, mid-term review reports and any other report that may be required. • Ensures that construction works under the projects are executed as planned. • Implements defined strategies to increase electricity connectivity to reach agreed targeted new customers in the projects area in accordance with GoR priorities. • Ensures that new customers are well registered and automatically transferred in REG system. • Enforces least cost technology and apply appropriate standards in the infrastructure application. • Puts in place necessary processes and systems to ensure efficiency and effectiveness of the projects. • Uses efficiently the GIS in the planning and design to easy projects activities and ensure their prioritization. • Ensures that contractors are implementing activities in accordance with international best practices. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> ✓ A Masters’ degree in Engineering, Business administration, and/or related fields with an experience in power sector of 3 years or a bachelor’s degree with an experience of 5 years in power sector. ✓ Having a senior managerial experience of at least 3 years. ✓ 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.
--	--	--

		<ul style="list-style-type: none"> ✓ Having experience in financial reporting and handling environmental and social safeguards issues. ✓ Having a good knowledge of Rwanda electricity network is an added advantage. ✓ Hands-on project management experience, an ability to efficiently manage many activities simultaneously, a fair for problem-solving and an ability to self-navigate through complex bureaucratic environments. ✓ Demonstrated working knowledge of International Financing Institutions. ✓ A strong experience of three years in project designs and management of multi-funded projects. <p>Should ideally be fluent either in English or French and knowledge of both languages will be an added value.</p> <p>Additional skills</p> <ul style="list-style-type: none"> ✓ Leadership ✓ Managing performance ✓ Technological awareness ✓ Communication and Teamwork ✓ Time management ✓ Judgement and Decision-making skills ✓ Complex problem solving
2.	Senior Financial Specialist/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> ▪ Develop and maintain a strategic Financial Plan for the roll-out program, ensuring compliance with established Processes & Systems to ensure financial accountability to Funders and Stakeholders. ▪ Establish and formalize financial management and control procedures ▪ Establish and maintain effective financial controls

		<p>including monitoring of expenditures of the program budget lines and performing analysis of financial variances</p> <ul style="list-style-type: none"> ▪ Monitor financial matters of contractors ▪ Participate in the preparation of work plans and budget ▪ Prepare financial and other reports as required by the program legal agreements or as may be requested by Management ▪ Lead and build an effective finance team ▪ Ensuring the establishment of effective financial systems and procedures. ▪ Ensure accuracy of all General Ledger accounts; sign-off and report on all bank reconciliations; ▪ Maintain appropriate functional knowledge to guide and support operations ▪ Provide appropriate policy guidance on all financial matters ▪ Review and maintain an effective Internal Control Framework ▪ Arrange and assist with any audit or financial review as called for by stakeholders ▪ Ensure Procedural compliance with Funders requirements and guidelines, arrange and assist with any audit review as called for by the Government of Rwanda and Partners, ▪ Implementation of recommendations of audit missions ▪ Prepare withdrawal applications and appropriate documentation in compliance with stakeholders' requirements and guidelines ▪ Verify the eligibility and conformity of expenditures ▪ Assist the RUEAP Program Manager to implement and oversee contracts with implementing consultants, suppliers and other contractors ▪ Undertake other official duties assigned by the RUEAP Program Manger. <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> ▪ qualification recognized by IFAC (ACCA or CPA) etc. ▪ Minimum experience of 6 years in finance or accounting with at least 4 years in development projects financed by multilateral or bilateral donors. An experience in Rwanda will be an added advantage. ▪ Possession of a relevant master's degree in Commerce, Finance, Accounting, Economics, Business Administration or related field from a recognized University will be and added advantage. <p>The candidate shall be computer literate and shall have skills</p>
--	--	--

		<p>in the use of accounting and financial software</p> <p>Additional skills</p> <ul style="list-style-type: none"> • Leadership • Managing performance • Technological awareness • Communication and Teamwork • Time management • Judgement and Decision-making skills <p>Complex problem solving</p>
3.	<p>Transmission Line Project Manager /RUEAP (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Project Management</p> <ul style="list-style-type: none"> • Provide technical support to the department in all aspects regarding Power Transmission development including concept notes, engineering designs, tendering and procurement, construction supervision and other related activities. • Manage all the activities of the projects and ensure reliability to promote efficiency. • Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner. • Conduct product demonstrations, provide project status updates and respond to any field technical inquiries. • Provide support in development of funding mechanisms for power transmission investments in the country by development of concept funding statements and financial agencies in order to fulfil the strategic plans of the government. • Conduct economic project and construction procurement (through competitive bids), construction supervision and commissioning. • Implement the design and management concepts for least cost investment plan to comply with the overall organisational strategic plan. <p>Project Monitoring</p> <ul style="list-style-type: none"> • Monitor the running of the projects and assess new installations before commissioning. • Schedule material deliveries and assist with contract negotiations.

		<ul style="list-style-type: none"> • Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects. • Develop and manage schedules for software and hardware programs. • Coordinate and monitor releases from requirements to deployment. <p>Planning:</p> <ul style="list-style-type: none"> • Plan, supervise and carry out rehabilitation and reconfiguration of projects. <p>Budgeting and Reporting</p> <ul style="list-style-type: none"> • Manage budgets and costs of all the activities which he/she is accountable. <p>Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets)</p> <p><u>Qualifications and experience:</u></p> <ul style="list-style-type: none"> • At least a bachelor’s degree (A0) in Electrical Power Engineering, electromechanical engineering or a full relevant professional qualification in engineering; and <p>At least 5 years of experience in an Electricity Transmission Projects related role.</p> <p>Additional skills</p> <p>A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> • Strong leadership skills with teamwork and good stewardship • Planning and Organizing skills • Team Management • Project management, planning and scheduling skills <p>Good communication skills</p>
4.	Access Project Manager/RUEAP(1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Manage complete project cycles from contracting to hand-over and ensure that required certificates are provided to contractors • Coordinate access works at site and ensure quality and compliance to agreed and approved construction standards • Approving subcontractors

		<ul style="list-style-type: none"> • Providing flexible support to contractors in monitoring and reporting on safety performance. in developing, implementing and maintain policies, procedures and processes necessary to reduce injuries, minimize losses due to accidents • Assess works progress, track and verify contractor's bills • Review and approve technical designs from contractors in consultation with the planning department • Continuously interact with site managers, supervisors, employees and service providers to give guidance, interpret rules and regulations, investigate accidents, resolve problems, check credentials and assess competency • Stop works in case of non-consistence methods with contractual agreements and/or dangerous to themselves or other persons in the vicinity • Participate in the preparations and revision of the program work plans and budget • Ensure compliance of all RUEAP access activities with environmental, social and development program arrangements as required by the GoR and the development Partners • Enforce discipline for all staff under his/her directorate • Ensure that projects are technically and financially consistent with the approved designs and related budgets • Providing regular statistics on the use of electrical materials for installation of RUEAP access team, REG branches, EUCL and EDCL • Coordinate RUEAP access managers • Participate in the elaboration of RUEAP annual action plan and budget • Prepare progress and completion reports on all construction works under the directorate. <p><u>Qualifications and 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 five (5) years of proven relevant experience <p><u>OR</u></p> <p>A Masters' degree in Electrical Engineering, or other related field with at least three (3) years of proven relevant experience.</p>
--	--	--

		<p>Additional skills</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.	<p>Procurement Specialist/RUEAP (2)</p>	<p><u>Key roles/responsibilities</u></p> <p>Specific tasks are listed below:</p> <p>A – Key responsibilities</p> <ul style="list-style-type: none"> • Take responsibility and oversee the procurement processes, ensuring that all steps are properly undertaken, and that procurement files are maintained in accordance with Government and Development Partners' requirements, • Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner, • Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included <p>B-Rules and Procedures</p> <ul style="list-style-type: none"> • Ensure that the procurement manual is updated and known by all relevant staff • Ensure that the procurement activities are planned and carried out in accordance with donor's procurement procedures and guidelines, RPPA and other donors, as required • Ensure that the quality of bid documents and request for proposals is guaranteed, by verifying in particular that all the required conditions to be fulfilled are included; • Ensure that procurement procedures to be followed are outlined in the Project Implementation Manual (PIM) under Procurement Manual Section • Ensure procurement/selection methods used and contract forms are indicated in the Financing Agreement. <p>C- Selection of the consultants</p> <ul style="list-style-type: none"> • Ensure that input to procurement (Terms of reference)

		<p>are timely obtained from technical or user departments/units</p> <ul style="list-style-type: none"> • Draw up Request for Proposals and the consultants shortlist on the basis of elements and the specifications of services financed by the program and prepare no-objection requests when required; • Receive proposals, lead and participate in the opening of technical and financial proposals; • Participate to the evaluation process of the technical and financial proposals, coordinate and participate to the negotiation process when required; • Prepare the draft contract between the Program/ EDCL and the chosen consultants after obtaining the no-objection (if required); • In collaboration with the Contract Management Directorate, ensure that services are provided as stipulated in the contract provisions, propose recommendations for the settlement of disputes which could occur during the implementation of the contract; • In collaboration with the Contract Management Directorate, Planning, GIS & Design, ensure a timely response of the Program to the consultant's reports as well as the final approval of the consultants' work. <p>D- Works and Goods</p> <ul style="list-style-type: none"> • Ensure that input to procurement (Technical specifications) are timely obtained from technical or user departments/units • Prepare tender documents based on the technical specifications prepared by the service beneficiaries financed by the Program, and ensure that the tender documents are advertised; • Coordinate and carry out the bidding process, including the pre-bid or pre-proposal meetings, provide clarifications, etc; • Be present during the opening of bids, write minutes for opening sessions, evaluation report, draw up minutes of the award of the tender, prepare contracts between the Program and the suppliers/entrepreneurs awarded after tender process and No-objection (if required); • In collaboration with the contract management, Planning, GIS & Design directorates, ensure that the works and
--	--	--

		<p>goods be executed according to the contractual clauses, propose recommendations on the settlement of disputes which could occur during the contract execution.</p> <ul style="list-style-type: none"> • In collaboration with the Stores and Logistics Manager and other concerned parties, ensure timely reception of the goods and the works of the various contracts financed by the project; • Establish a database on the performance evaluation of goods suppliers, contractors, entrepreneurs, consultants and update database regularly; <p>Capacity Building</p> <ul style="list-style-type: none"> • Mentor colleagues by sharing knowledge in procurement operations; Support capacity building in procurement management of staff that deals with procurement operations with emphasis on donor procurement procedures and RPPA Law; • Advise the Implementing Agency on general contract management and monitoring. <p>E- Expected outputs</p> <ul style="list-style-type: none"> • The Senior procurement specialist shall deliver the following outputs: <ul style="list-style-type: none"> ○ Regularly keep and update procurement plans/ An updated procurement manual ○ Procurement monitoring report and procurement Register ○ Efficient and effective procurement filing and record keeping system ○ Status on existing procurement capacity within the Institution <p>Undertake any other task related to the program that could be requested by the Program Manager</p> <p>Reporting</p> <ul style="list-style-type: none"> • Draft weekly and monthly progress reports on ongoing procurements • Draft annual reports on service provider performance and advice board
--	--	--

		<p>Tendering process</p> <ul style="list-style-type: none"> • Guide on preparation of proposals (Requests for Proposals, RFQ's and Terms of Reference's) • Drive and support sourcing strategies and guide on specifications in terms of historical information • Manage the tendering process including; developing Requests for Proposal's, advertising, receiving and opening RFP's and ensure that RFP'S are evaluated properly • Submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee <p>Monitoring performance of contracts</p> <ul style="list-style-type: none"> • Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable <p>Leadership</p> <ul style="list-style-type: none"> • Provide leadership to the unit staff and supervise and manage the performance and development of staff in the department in line with the Organization's goals, objectives, policies and regulations. • Participate in development of a departmental annual work plan and financial budget and monitor their implementation in line with Program/EDCL Business plan <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Procurement, Engineering or other equivalent degrees in related field; • At least 3 years' experience in procurement of donor funded projects; • Being conversant with AfDB , EIB and Government of Rwanda procurement procedures and guidelines; • Experience in utility or other big company procurement would constitute an added advantage. <p>Additional Skills</p> <ul style="list-style-type: none"> • Good knowledge of Rwandan Laws • Must be an active member of the Law Society of Rwanda • Analytical and investigative skills
--	--	---

		<ul style="list-style-type: none"> • Communication and presentation skills • High standards of professionalism and integrity • Result and team oriented • Ability to work under pressure <p style="margin-left: 40px;">Good interpersonal skills</p>
6.	Substation Engineer/RUEAP (1)	<p><u>Key roles/responsibilities</u></p> <ul style="list-style-type: none"> • Assist in Supervision of the implementation of the substation contract for the Project and establishment of a Project Site Organization for the contractor as specified below: • Examination and approval with the consultant of the EPC Contractor detailed design documents and drawings for compliance with the specifications in accordance with sound engineering practice; • Supervision of all substation installation activities and ensure that the works are done in compliance with the contract plans and specifications with regards to both quality and timing, • Inspecting and approving with the consultant the factory acceptance tests (FAT) during the manufacture of major substation items of equipment and at the manufacturers' premises; • Verify in collaboration with the consultant if the material and equipment delivered at field sites correspond to the technical specifications. • Supervise and approve the testing and commissioning of substation installation works. • Check and approval with the consultant of complete set of "As-Built" drawings, and documentation; and hand over formalities. • Approval with the consultant of the EPC Contractor's human resources and occupational health and safety policy. • In providing all contract notices, instructions, orders, certificates, approvals and all communications under the contract (generally referred to as contract administration) for the contract and liaison with the contractor. • Any change (variation) orders, completion time extension and/or financial claims arising from the contractor, requires the approval of Client after a deep assessment and recommendations to Client based on the day-to-day records and applicable conditions of

		<p>contract.</p> <ul style="list-style-type: none"> • Prepare the completion certificates and final acceptance certificates with the consultant to contractors as per the terms and conditions of the contract. • Preparation of monthly and quarterly project progress reports as required by Client. • Monitor compliance with the consultant by the EPC Contractor during installation and commissioning for applicable legal requirements of Rwanda. • Prepare and submit with the consultant the Project Completion Report that outlines, inter-alia, achievements in meeting the objectives and target set out for Client. <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Have at least a Bachelor of Science (B.Sc.) in electrical engineering, • HV AC substations design, • Have at least 3 years of experience at least in the field of High Voltage substations construction and design with technical know-how in power system protection/control <p>Additional Skills</p> <p>A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> • Strong leadership skills with teamwork and good stewardship • Planning and Organising skills • Team Management • Project management, planning and scheduling skills <p>Good communication skills</p>
7.	<p>Environmental Social Safeguards Specialist/RUEAP (3)</p>	<p><u>Key roles/responsibilities</u></p> <p>Project Implementation</p> <ol style="list-style-type: none"> 1 Periodically supervise construction activities on-site to ensure that environmental requirements are being met. <p>Impact assessment and monitoring</p> <ol style="list-style-type: none"> 2 Following up investment operations to ensure that any outstanding environmental issues are properly addressed. 3 Quality assure all the Environment, and social management

		<p>plan; health and safety reports for all projects, plus monitoring and enforcing the implementation of these plans for environmentally compliant projects and infrastructure</p> <p>4 Responsible for Resettlement Action plans (RAPs), livelihoods restoration frameworks and implementation of RAPs.</p> <p>Regulation</p> <p>5 Liaise with the Rwanda Environmental Management Agency (REMA) and line ministries to ensure that all necessary clearances for projects are obtained</p> <p>6 Review documentation pertaining to environmental compliance (e.g., Feasibility reports, ESIA studies, RAP reports, bidding documents, reports from contractors, on-site reviews, etc.)</p> <p>Planning</p> <p>Provide professional input regarding environmental concerns into the planning, design and contracting of investments, including the preparation of tender documents (terms of reference) for engaging consultants to undertake environmental impact assessments, resettlement action plans and other required studies for specific projects; Prepare Environmental Management Plans (EMPs) and Resettlement Action Plans (RAPs) and ensuring that such plans are approved by relevant authorities before contracts can be implemented; Develop environmental and resettlement guidelines for use in the planning and design of investments (peat & hydro power plants, transmission and distribution lines)</p> <p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree in Environmental Studies, Development Studies or related fields such as botany, zoology • At least 3 years of experience in a similar role. <p>Additional Skills</p> <p>A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> • Strong leadership skills with teamwork and good stewardship
--	--	---

