



16 SEP 2021

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

**JOB ADVERTISEMENT**

The World Bank (WB) and OPC have signed the Financing Agreement with the Republic of Rwanda to implement the “**Energy Access and Quality Improvement Project (EAQIP)**”. 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.	<b>Monitoring and Evaluation Specialists (2)</b>	<p><b><u>Key roles/responsibilities</u></b></p> <p><b>Strategic responsibility</b></p> <ul style="list-style-type: none"> <li>• Set up M&amp;E systems for the design, planning, management and monitoring of projects / programmes within identified priority areas and assists RUEAP/EDCL in the implementation of these systems.</li> <li>• Contribute to the development and implementation of performance monitoring and evaluation strategies.</li> <li>• Identify strengths and weaknesses in existing data collection and management systems and propose solutions.</li> <li>• Define and implement the key project performance indicators (KPI) as well as monitor them throughout the duration of the projects.</li> <li>• Formulation of M&amp;E recommendations for improving implementation performance and the design of programmes and projects.</li> <li>• Review of the implementation of M&amp;E systems within RUEAP/EDCL.</li> <li>• Collect, compile and analyse data from reports submitted by projects managers and prepare consolidated progress reports.</li> <li>• Review M&amp;E findings and best practices and disseminate information to stakeholders to facilitate evidence-based planning, learning and informed decision-making.</li> <li>• Design capacity building initiatives, such as workshops and training programmes for RUEAP/EDCL, to facilitate a culture of results-based management.</li> </ul>

		<ul style="list-style-type: none"> <li>• Undertakes research on best practices and trends in M&amp;E to keep up to date of modern best practices and makes recommendations for their inclusion in current and future projects, programmes and policies.</li> <li>• Ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.</li> <li>• Review and analyse weekly reports from project managers to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.</li> <li>• Support project/program staff on ways to properly document, organize and capture project/program progress.</li> <li>• Perform regular field visits to ensure the quality of data collected and to verify the accuracy of reported data.</li> <li>• Support and participate in program and project evaluations</li> <li>• Coordinate the preparation of Annual Work Plans and budgets and ensuring alignment with program strategy, agreement on annual targets and inclusion of M&amp;E activities in the work plan.</li> <li>• Prepare detailed M&amp;E budget</li> <li>• Perform related work as may be required.</li> </ul> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Economics, Social Sciences, Project Management, Public Administration, Planning, M&amp;E and/or any other relevant qualification with at least three (3) years of experience in M&amp;E role preferably in Projects.</li> </ul> <p>or</p> <p>A Master's Degree in any of the above field or any other relevant qualification with at least three (2) years of experience in M&amp;E role preferably in Projects..</p> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Ability to develop the overall framework for project monitoring and evaluation.</li> <li>• Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.</li> <li>• Ability to compile and analyse data and prepare comprehensive reports.</li> <li>• Ability to express ideas clearly and concisely, both in writing and orally.</li> <li>• Good level of proficiency in Windows Excel and quantitative analysis</li> <li>• Team working skills</li> <li>• Decision making skills</li> <li>• Problem solving and analysis</li> </ul>
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		Leadership skills
2.	Access Project Manager RUEAP (3)	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Managing and leading the project team.</li> <li>• Recruiting project staff and consultants.</li> <li>• Managing co-ordination of the partners and working groups engaged in project work.</li> <li>• Detailed project planning and control including: <ul style="list-style-type: none"> <li>• Developing and maintaining a detailed project plan.</li> <li>• Managing project deliverables in line with the project plan.</li> <li>• Recording and managing project issues and escalating where necessary.</li> <li>• Resolving cross-functional issues at project level.</li> <li>• Managing project scope and change control and escalating issues where necessary.</li> </ul> </li> <li>• Monitoring project progress and performance.</li> <li>• Providing status reports (financial, physical progress, social &amp; environmental safeguards, mid-term review reports and any other report that may be required) to project funders through the RUEAP Project Coordinator.</li> <li>• Managing project training within the defined budget.</li> <li>• Liaising with, and updating progress to, RUEAP Project Coordinator and EDCL senior management.</li> <li>• Managing project evaluation and dissemination activities.</li> <li>• Managing consultancy input within the defined budget.</li> <li>• Final approval of the design specification.</li> <li>• Ensuring that contractors are implementing activities in accordance with international best practices.</li> <li>• Working closely with users/ project beneficiaries to ensure the project meets business needs.</li> <li>• Identifying user training needs and devising and managing user training programmes.</li> </ul> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• At least a bachelor's degree in Engineering, or other related field with at least five (5) years of proven relevant experience</li> </ul> <p><u>OR</u></p> <p>A Masters' degree in Engineering, other related field with at least three (3) years of proven relevant experience.</p> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Have Planning &amp; scheduling skills</li> <li>• Have analytical and writing skills</li> <li>• Team working skills</li> <li>• Decision making skills</li> <li>• Problem solving and analysis</li> </ul> <p>Leadership skills</p>

3.	<b>Project Engineers (3)</b>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Monitor the design and manufacturing activities, the installation and erection on site and construction work.</li> <li>• Study the Drawings, Specification, Conditions of Contract and Bill of Quantities and understand the nature and scope of the Contract and familiarize herself/himself with all the documents in order that she/he can visualize the way the work will be carried out.</li> <li>• Review of design drawings and give approval based on the detailed engineering study and the requirements enumerated by Program planning department in the tender document.</li> <li>• Review the quality assurance plan of the contractor and approve the material source and the materials to be used in the construction by private contractors and/or Program's construction team.</li> <li>• Control of Materials and Stores for the projects/programmes and coordinate material delivery and handoff to contractor and Program's construction teams.</li> <li>• Assist the project manager with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence.</li> <li>• Undertake review of the project progress and ensure its timely completion.</li> <li>• Undertake construction management, testing and quality control of the works done.</li> <li>• Certify payment.</li> <li>• Monitor and evaluate all activities of the contractors for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback.</li> <li>• Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support.</li> <li>• Identify limitations / hold ups for progress of Site Works and coordinate to resolve those issues.</li> <li>• Act as liaison between landowners and contractors.</li> <li>• Prepare Program annual work plans.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Prepare &amp; Submit Daily / Weekly / Monthly reports.</li> </ul> <p>Performs related work as may be required.</p> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• At least a bachelor's degree in Electrical Engineering, or other related field with at least one (4) year of proven relevant experience</li> </ul> <p><b><u>OR</u></b></p> <p>Two (2) year Masters' degree in Electrical Engineering, or other related field.</p> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Ability to execute / inter-face with all phases of the project including construction, co-ordination with design and engineering and invoice processing.</li> <li>• Must be experienced in distribution line construction with project management skills in planning, scheduling and monitoring.</li> <li>• Ability to monitor the contractor and internal construction team and schedule the execution plan.</li> <li>• Ability to take end-to-end responsibility for project implementation including quality and safety in construction and commissioning activities.</li> <li>• Ability to coordinate with contractors, governmental agencies, sub-contractors and other stake holders for obtaining required approvals, clearances and settle claims.</li> </ul> <p>Ability to work at the contract level as a project focal person and to work with REG-EUCL branches</p>
4.	<p><b>Procurement Specialist-RUEAP (1)</b></p>	<p><b><u>Key roles/responsibilities</u></b> Specific tasks are listed below:</p> <p><b>A - Key responsibilities</b></p> <ol style="list-style-type: none"> <li>1. 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,</li> <li>2. Track all program procurements and identify issues especially deviations from agreed procurement schedule, and seek to resolve issues in a timely manner,</li> <li>3. 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</li> </ol> <p><b>B-Rules and Procedures</b></p>

		<p><b>4. Ensure that the procurement manual is updated and known by all relevant staff</b>  Ensure that the procurement activities are carried out in accordance with donor's procurement procedures and guidelines, RPPA and other donors as required</p> <p>5. 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;</p> <p>6. Ensure that procurement procedures to be followed are outlined in the Project Implementation Manual (PIM) under Procurement Manual Section</p> <p>Ensure procurement/selection methods used are indicated in the Financing Agreement <b>Selection of the consultants</b></p> <p>7. Ensure that input to procurement (Terms of reference) are timely obtained from technical or user departments/units</p> <p>8. 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;</p> <p>9. Receive proposals, lead and participate in the opening of technical and financial proposals;</p> <p>10. Participate to the evaluation process of the technical and financial proposals, coordinate and participate to the negotiation process when required;</p> <p>11. Prepare the draft contract between the Program/ EDCL and the chosen consultants after obtaining the no-objection (if required);</p> <p>12. 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;</p> <p>13. In collaboration with the Contract Management Directorate, Planning, GIS &amp; Design, ensure a timely response of the Program to the consultant's reports as well as the final approval of the consultants' work.</p> <p><b>D- Works and Goods</b></p> <p>14. Ensure that input to procurement (Technical specifications) are timely obtained from technical or user departments/units</p> <p>15. 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;</p> <p>16. Coordinate and carry out the bidding process, including the pre-bid or pre-proposal meetings, provide clarifications, etc;</p> <p>17. 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</p>
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		<p>suppliers/entrepreneurs awarded after tender process and No-objection (if required);</p> <p>18. In collaboration with the contract management, Planning, GIS&amp; Design directorates, ensure that the works and goods be executed according to the contractual clauses, propose recommendations on the settlement of disputes which could occur during the contract execution.</p> <p>19. 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;</p> <p>20. Establish a database of the performance goods suppliers, entrepreneurs, consultants and update database regularly;</p> <p><b>Capacity Building</b></p> <p>21. Mentor colleagues by sharing knowledge in procurement operations;</p> <p>22. Support capacity building in procurement management of staff that deals with procurement operations with emphasis on donor procurement procedures and RPPA Law;</p> <p>23. Advise the implementing Agency on general contract management and monitoring.</p> <p><b>E- Expected outputs</b></p> <p>24. The Senior procurement specialist shall deliver following outputs:</p> <ul style="list-style-type: none"> <li>○ Regularly keep and update procurement plans</li> <li>○ Procurement monitoring report and procurement Register</li> <li>○ Efficient and effective procurement filing and record keeping system</li> <li>○ An updated procurement manual</li> <li>○ Status on existing procurement capacity within the Institution</li> </ul> <p>Undertake any other task related to the program that could be requested by the Program Manager</p> <p><b>Reporting</b></p> <p>25. Draft weekly and monthly progress to monthly reports on ongoing procurements</p> <p>26. Draft annual reports on service provider performance and advice board</p> <p><b>Tendering process</b></p> <p>27. Guide on preparation of proposals (Requests for Proposals, RFQ's and Terms of Reference's)</p> <p>28. Drive and support sourcing strategies and guide on</p>
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		<p>specifications in terms of historical information</p> <p>29. Manage the tendering process including; developing Requests for Proposal's, advertising, receiving and opening RFP's and ensure that RFP'S are evaluated properly</p> <p>30. Submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee</p> <p><b>Monitoring performance of contracts</b></p> <p>31. Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable</p> <p><b>Leadership</b></p> <p>32. 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.</p> <p>33. Participate in development of a departmental annual work plan and financial budget and monitor their implementation in line with Program/EDCL Business plan</p> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Procurement, Engineering or other equivalent degrees in related field;</li> <li>• At least 2 years' experience in procurement of donor funded projects;</li> <li>• Being conversant with OPEC, SFD and Government of Rwanda procurement procedures and guidelines;</li> <li>• Experience in utility or other big company procurement would constitute an added advantage.</li> </ul> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Rwandan Laws</li> <li>• Must be an active member of the Law Society of Rwanda</li> <li>• Analytical and investigative skills</li> <li>• Communication and presentation skills</li> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure</li> </ul> <p>Good interpersonal skills.</p>
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5.	<b>Energy Planning Specialist-RUEAP (2)</b>	<p><b><u>Key roles/responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Compile, analyse and report data to explain economic phenomena and forecast energy market trends, applying mathematical models and statistical techniques</li> <li>2. Participate in the development of economic guidelines and standards and prepare points of view used in forecasting trends and formulating economic policy for energy</li> <li>3. Forecast production and consumption of energy from various resources and production of the national energy balance diagram;</li> <li>4. Develop and ensure regular updates of energy supply and analysis models;</li> <li>5. Develop procedure for availability of Energy Balance</li> <li>6. Analyse and advise on the optimal way of consumption of various energy resources</li> <li>7. Undertake relevant research and analyse economic and energy statistical data</li> <li>8. Carry out an economic interpretation of power system development plans</li> <li>9. Provide advice on key considerations and prioritization for the development of energy projects</li> <li>10. Formulate recommendations, policies, or plans to solve economic problems or to interpret markets</li> <li>11. Prepare activity reports, weekly, monthly, and annual reports.</li> <li>12. Perform any other duty assigned by supervisors.</li> </ol> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Power Systems Engineering or Electrical Engineering with three (3) year of experience in power systems planning role</li> <li>• Familiarity with the energy planning software that EDCL uses e.g. GIS, PLS CADD or AUTOCAD is an added advantage.</li> </ul> <p><b><u>Additional skills</u></b></p> <ul style="list-style-type: none"> <li>• Analytical and result oriented skills</li> <li>• Coding experience (Python or MATLAB or another broad based programming software)</li> <li>• Statistical Analysis</li> </ul>
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		<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work under pressure</li> <li>• Good interpersonal skills</li> </ul> <p>Good team player</p>
6.	Off grid Specialist-RUEAP (1)	<p><b><u>Key roles/responsibilities</u></b></p> <p><b>Direct Responsibilities related to Job Position:</b></p> <ul style="list-style-type: none"> <li>• Participate in studies related to the development of off grid Energy Projects</li> <li>• Participate in analysis and approvals of the studies done for off grid Energy Projects</li> <li>• Participate in identifying suitable sites for off grid Energy Projects Development</li> <li>• Work closely with Planning department to estimate the budget requirements for off grid Energy Projects</li> <li>• Work closely with EDCL Investment to analyse off grid Energy Project Proposals from different Investors and provide technical advice</li> <li>• Participate in negotiation of agreements such as; Power Purchase Agreements (PPAs), Concession Agreements (CA) related to Solar Energy Projects Development</li> <li>• Work closely with other institutions such as RSB, RURA, RDB, MININFRA, Private Sector, NGOs and other Development Partners and provide the technical support that these institutions may require regarding off grid Energy Projects Development including on policy and regulatory enabling measures for the scale up of stand alone solar and mini-grid technologies</li> <li>• Work closely with EDCL Procurement and provide the technical support in preparing tender documents and contracts for off grid Energy Projects</li> <li>• Manage contracts signed on the implementation of off grid</li> </ul>

		<p>Energy Projects</p> <ul style="list-style-type: none"> <li>• Supervise the off grid Energy Projects under implementation by or through partnership with EDCL</li> <li>• Participate in testing and commissioning of completed off grid Energy Projects implemented by or through partnership with EDCL</li> <li>• Organize trainings of off grid energy beneficiaries on how to operate and maintain installed systems</li> <li>• Monitor off-grid market and projects developments and prepare and submit progress reports for the off-grid market and off-grid Energy Projects under implementation to the Management</li> <li>• Perform any other task that may be directed by the Direct Supervisor</li> <li>• Verification and inspection of off grid connections</li> <li>• Off grid data monitoring</li> <li>• Liaise with BRD and other relevant off-grid stakeholders (including Development Partners and national relevant agencies) for off-grid market monitoring and development</li> <li>• Proactively identify policy, regulatory, planning, and business models for the scale-up of off-grid technologies</li> </ul> <p><b>Responsibilities related to support the other Departments or Institutions:</b></p> <ul style="list-style-type: none"> <li>• Provide any technical support to Energy Planning/Generation/transmission/Distribution departments and other government, donors or private institution.</li> <li>•</li> </ul> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering (Electrical, Electromechanical, Mechanical) or any other related field, with a minimum of 7 years relevant experience in off grid energy projects in Sub-Sahara Africa, East Africa preferred, OR</li> <li>• A masters' degree in Electrical, Mechanical, Energy or any other related field, with a minimum of 5 years relevant experience in off</li> </ul>
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		<p>grid energy projects in Sub-Sahara Africa, East Africa preferred</p> <p>The candidate should have a clear expertise in the stand alone solar and mini-grid development The candidate should have a clear expertise in the stand alone solar and mini-grid development</p> <p><b>Additional skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Be accountable</li> <li>• Leadership/organization/planning/management skills</li> <li>• Strategic thinking and setting direction</li> <li>• Strong work ethic, integrity, credibility, and dedication to REG / EDCL's mission;</li> <li>• Ability of communicating technical concepts to non-technical users</li> <li>• Problem solving and decision-making skills</li> <li>• Professionalism and Innovation</li> <li>• Mentoring and Coaching</li> </ul> <p>Results-orientated</p>
7.	<b>Planning Civil Engineer-RUEAP (1)</b>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Review and Approve the structural and architectural designs submitted by consultants</li> <li>• Quality Control of all civil works done in the program</li> <li>• Assess the Civil works done on site for the payment of contractors</li> <li>• Implement the network design alternatives and appropriate expansion Plans and ensure their dimensioning</li> <li>• Manage all the activities of the projects and ensure reliability to promote efficiency;</li> <li>• Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner;</li> <li>• Conduct product demonstrations, provide project status updates and respond to any field technical inquiries</li> <li>• Regularly monitor the running of the projects and assess new installations before commissioning;</li> <li>• Schedule material deliveries and assist with contract negotiations;</li> </ul>

		<ul style="list-style-type: none"> <li>• Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects;</li> <li>• Develop and manage schedules for software and hardware programs;</li> <li>• Coordinate and monitor releases from requirements to deployment;</li> <li>• Plan, supervise rehabilitation and reconfiguration of projects;</li> <li>• Manage budgets and costs of all the activities which he/she is accountable.</li> <li>• Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets)</li> </ul> <p>Any other duties that might be assigned within the scope and mandate of the unit</p> <p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• At least a bachelor's degree in civil engineering or related field.</li> <li>• At least Three (3) year of proven relevant working experience in power distribution lines.</li> </ul> <p><b>Or</b></p> <p>Master's Degree in civil engineering with minimum 1 year experience</p> <p><b>Additional skills</b> A suitable candidate should demonstrate the following personal skills:</p> <ul style="list-style-type: none"> <li>• Strong leadership skills with teamwork and good stewardship</li> <li>• Good Analytical skills</li> <li>• Good Interpersonal skills</li> <li>• Organizational skills</li> <li>• Good communication skills</li> </ul> <p>Team player</p>
8.	<b>Contract Management Specialist-RUEAP (1)</b>	<p><b><u>Key roles/responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Review overall contractual rights and obligation of the Employer/Client and Contractor/Consultants.</li> <li>• Review detailed work plan submitted by contractors/consultants for effective implementation of the contract (s) and coordination among contractors/consultant.</li> <li>• Facilitate a technical dialogue between Client, Contractor; and</li> </ul>

		<p>where applicable, Supervision Consultant, Dispute Board, Arbitrator et al with a view to achieve closure on divergent interpretation of contractual clauses.</p> <ul style="list-style-type: none"> <li>• Prepare format, detailing and frequency to monitor progress of work in respective contracts with input from contractors/consultants preferably through use of Project Management software and assist the client in contract implementation.</li> <li>• Prepare check-list for action for each contract for effective monitoring of contractual rights and obligations of contracting parties;</li> <li>• Identify contractual issues in advance and suggest remedial measures for action by the client to maintain progress of work;</li> <li>• Participate with management in regular progress review of contracts including any review at site and if required at the premises of the supplier/manufacturer.</li> <li>• Work closely with technical experts, project officers, safeguard specialist in seeking their input to plan and coordinate tasks like design review, review of technical documentation and drawings, quality assurance/ inspection of goods, progress of supply and manufacturing, physical progress at site including installation, compliance with ESHS requirements.</li> <li>• Assist the client in dealing with any contractual claims from contractors and consultants in a timely manner to protect the interest of client.</li> <li>• Coordinate with Finance Officer in maintenance of Bank Guarantees and insurance and other financial documents and its timely release as per the provisions of the contract.</li> <li>• Assist Finance Officer in opening of Letter of Credit as required by the contract.</li> <li>• Advise the client in certification of any advance payment which is contractually due.</li> </ul>
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### **MODE OF APPLICATION**

Duly signed application letters addressed to the Managing Director of Energy Development Corporation Limited (EDCL) together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to [edclrecruitment@edcl.reg.rw](mailto:edclrecruitment@edcl.reg.rw) not later than 06/10/2021 latest 5:00 P.M.

### **Note:**

- 1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job application letter to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a MUST for pre-selection.**
- 2. Your job application and its attachments MUST be scanned as ONE single pdf document for easy download & analysis of applications**

3. **ONLY** online applications will be received on the above mentioned email. No hardcopy applications will be received.
4. REG is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly encourage female candidates to apply. Special consideration will be given to qualified female candidates

Done at Kigali on 16/09...../2021

  
**Felix GAKUBA**  
Managing Director

