

Kigali, 05/11/2021

Ref:11.07.023.../11859/21/MD-EDCL/ FG/RJG/ar

### **JOB ADVERTISEMENT**

The Management of Energy Development Corporation Limited (EDCL) would like to inform the public that it is recruiting qualified and experienced staff on the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	<b>Manager Company Reporting/EDCL</b>	<ul style="list-style-type: none"> <li>▪ Managing the preparation of financial and other reports as required by the company or as may be requested by Management</li> <li>▪ Ensuring the establishment of effective financial systems and procedures.</li> <li>▪ Review or check the accuracy of all General Ledger accounts</li> <li>▪ Maintain appropriate functional knowledge to guide junior staff</li> <li>▪ Provide appropriate policy guidance on all financial matters</li> <li>▪ Review and maintain an effective Internal Control Framework</li> <li>▪ Assist with any audit or financial review as called for by the stakeholders</li> <li>▪ Implement the recommendations of audit missions</li> <li>▪ Follow up on assets transfer framework for movement of assets developed and ensure this is reflected in the books of account.</li> <li>▪ Oversee the timely and accurate financial statements preparation and ensure monthly, quarterly, annual reports are appropriate for the users and prepared in accordance with IFRS</li> <li>▪ Working closely with management or finance teams to share reports and analysis findings, Undertake other official duties assigned by the supervisor.</li> </ul> <p><b><u>Educational Requirements &amp; Related Job Experience/Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (A0) in Finance or Accounting</li> <li>• Completion of Part II ACCA, CPA or equivalent.</li> <li>• Have actively participated in company reporting or audit</li> <li>• Minimum experience of 5 years in finance, accounting, or audit of a company.</li> <li>• Possession of a relevant master's degree in Finance, Accounting, Business Administration, or related field from a recognized university will be an added advantage. The candidate should have skills in the use of accounting and financial software</li> </ul>

<p>2. <b>Company Financial Analyst/EDCL</b></p>	<p><b><u>Key Roles/Responsibilities and qualifications required</u></b></p> <p><b>Management Accounts Preparation</b></p> <ul style="list-style-type: none"> <li>• Determine cost of operations by establishing standard costs; collecting operational data.</li> <li>• Identify financial status by comparing and analyzing actual results with plans and forecasts.</li> <li>• Guide cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.</li> <li>• Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.</li> <li>• Analyze and interpret data and making comparative analyses; studying proposed changes in methods and materials.</li> <li>• Increase productivity by developing automated accounting applications; coordinating information requirements.</li> <li>• Develop financial models for projects to support the executive team on decisions regarding pricing, scenario analysis, and capital structures.</li> <li>• Support executive team on developing pricing strategies for and interpret financial data to assist management with strategic decisions</li> <li>• Improve the current budget and performance reporting process and increase the utilization of current financial systems for efficient budgeting</li> <li>• Monitor the budget and any revised forecasts throughout the year</li> <li>• Perform financial analysis of business results and recommend improvement opportunities.</li> </ul> <p><b>Reporting</b></p> <p>Develop periodic reports for the planning &amp; Investment Advisor and Financial Reporting Advisor.</p> <p><b><u>Educational Requirements &amp; Related Job Experience/Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (A0) in, Accounting, Finance, Business Administration or</li> <li>• At least 3 years of working experience in a Finance related role</li> <li>• Having a proof of registration by credible institution to pursue Accounting Professional Qualification ( CPA, ACCA, CAT.....)</li> </ul>
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<p>3. Security Specialist/EDCL</p>	<p><b><u>Key Roles/Responsibilities and qualifications required</u></b></p> <ul style="list-style-type: none"> <li>• Develop and implement security policies, protocols, and procedures</li> <li>• Assess threats, vulnerabilities (gaps), and risks of EDCL infrastructure/assets and report to superior for implementation.</li> <li>• Take lead to report and monitor/follow-up security matters involving EDCL with other institutions</li> <li>• Keeping on track different events</li> <li>• Organizing, checking, and monitoring the access control for the visitors.</li> <li>• Coordinate security activities provided by local contractors.</li> <li>• Plan and coordinate security operations for specific events.</li> <li>• Managing database for CCTV Cameras</li> <li>• Coordinate staff when responding to emergencies</li> <li>• Review reports on incidents in security breaches</li> <li>• Investigate and resolve security issues</li> <li>• Make reports for management on security status</li> <li>• Analyze data to form proposals for improvements (e.g., implementation of new technology)</li> <li>• Initiate order of security related supplies and equipment as needed</li> <li>• Develop plan &amp; budget for security operations.</li> <li>• Train subordinate security professionals or other staff in security rules and procedures</li> <li>• Reporting and emergency response planning</li> </ul> <p><b><u>Educational Requirements &amp; Related Job Experience/Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Administration, Law, Social Sciences, security management or any other relevant degree.</li> <li>• Proven experience of at least 7 years in RDF/RNP or as a security specialist/or similar position in a public or private institution</li> </ul> <p><b><u>Other required skills</u></b></p> <ul style="list-style-type: none"> <li>• Experience of using relevant technology and equipment (e.g., CCTV)</li> <li>• Experience in Reporting and emergency response planning</li> <li>• Excellent knowledge of security protocols and procedures</li> <li>• Solid understanding of budgeting and statistical data analysis</li> <li>• Excellent communication and interpersonal skills</li> <li>• Outstanding organizational and leadership skills</li> <li>• Committed and reliable Bachelor's degree in Administration, Law, Social Sciences, security management or any other relevant degree.</li> <li>• Proven experience of at least 7 years in RDF/RNP or as a security specialist/or similar position in a public or private institution</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 **10/12/2021** latest **5:00 P.M.**

### **Note:**

- 1. Please note that submission of valid and acceptable proof of experience/work certificates attached to your job applications 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 mentioned above 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 05/11/2021

**Felix GAKUBA**  
**Managing Director**