

JOB ANNOUNCEMENT

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

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	Monitoring & Evaluation Specialist	01	<p><u>Job summary</u></p> <p>Responsible for setting and implementing M&E systems for monitoring and evaluation of utility's operations within departments.</p> <p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Work closely with EUCL departments to track project progress against plans as well as assessing, evaluating achievements, and mitigating any project delivery risk. • Set up M&E systems for the design, planning, management and monitoring and evaluation of projects / programs within identified priority areas and assists EUCL departments in the implementation of these systems. • Assess project and identify potential delivery risks and propose mitigation measures. • Contribute to the development and implementation of project monitoring and evaluation strategies. <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Knowledge transfer to different departments in EUCL • Conduct quality inspections to make sure set quality policies and procedures are being adhered as planned. • Proper recommendations to company management on ways to improve on existing quality processes <p><u>Education/Experience</u></p> <p>Bachelor's Degree (A0) in Economics, Energy Economics, Project Management, Project Planning, Monitoring and Evaluation and/or any other related fields with at least three (3) years of experience in M&E role preferably in Projects.</p> <p>OR</p> <p>A Master's Degree with at least 2 Years of experience in M&E role</p>

			preferably in projects.
2	Corporate Planner	01	<p><u>Job Summary</u></p> <p>Responsible for EUCL corporate Planning, risk assessment, coordinate with Manager and other colleagues in the unit in development of company business plan, action plans and company policies.</p> <p><u>KEY RESPONSIBILITIES</u></p> <p>Technical Support</p> <ul style="list-style-type: none"> • Manage the development of processes and techniques that improve the operation of the department and develop marketable service offerings that provide input on the strategic plan • Develop and amend appropriate methodologies, policies, procedures and guidelines for regulating electricity tariffs • Establish risk register to track all risks and develop a company risk a petite, • Establish close working relationship with other planning functions within EUCL or REG in general to establish a holistic picture of the development path to inform utility strategic or business plan, <p>Budgeting and Reporting</p> <ul style="list-style-type: none"> • Participate in the development of unit budgets and costs of all the activities which he/she is accountable and monitor performance of the budget • Develop monthly, quarterly and annual reports on the unit's activities. <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Finance, Economics, Energy economics or related professional qualifications in with specialisation in economics; • At least 3 years of experience in planning role. <p>OR</p> <p>A Master's Degree with at least 2 Years of experience in planning role.</p>

3	Regulation Specialist	01	<p><u>Job Summary</u></p> <p>Responsible for implementing policies, rules and regulations governing supply of electricity to end users by the utility.</p> <p><u>KEY RESPONSIBILITIES:</u></p> <p><u>Technical Delivery</u></p> <ul style="list-style-type: none"> • Review and analyse policies, rules and regulations governing supply of electricity to ensure that utility's operations comply with them. • Serve as a liaison between Regulatory Authority and operating departments of the utility. • Review and analyse methodologies, policies, procedures, and guidelines for regulating electricity tariffs. • Propose rates to be designated for various customer categories to the regulatory Authority and recommend any subsidies where appropriate. • Collect and analyse data for monthly and quarterly utility performance reports to be submitted to the Regulator. <p><u>Education/Experience</u></p> <p>Bachelor's Degree (A0) in Economics, Energy Economics, Project Management, Electrical or Power engineering and/or any other related fields with at least three (3) years of experience.</p> <p>OR</p> <p>A Master's Degree in Economics, Energy Economics, Project Management and Electrical Power engineering with at least 2 Years of experience.</p>
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4	Statistician	01	<p><u>Job Summary</u></p> <p>Responsible for collecting, analysing and interpreting data to help the management for decision making.</p> <p><u>KEY RESPONSIBILITIES:</u></p> <p><u>Technical Delivery</u></p> <ul style="list-style-type: none"> • Gather, arrange, analyse and disseminate precise data and information from different departments (Generation, Transmission, Distribution, commercial and Finance) • Apply mathematical and statistical knowledge to the design of surveys and experiments' the collection, processing and analysis of data; • Develop and initiate statistical techniques, issues and protocols • Utilize software and appropriate tools to perform statistical analyses; • Interpret the data and making sure that the right decisions are made based on the results; • Prepare reports describing the statistical data and methodology utilized to generate the models and future energy trends on annual basis, quarterly and monthly reports. <p><u>Education/Experience</u></p> <p>A Bachelor's Degree in Economics, Applied Statistics, Applied Mathematics or Applied Statistics in Economics and any other related field with at least three (3) years of experience in a Statistics role.</p> <p>OR</p> <p>A master's degree in economics, Applied Statistics, Applied Mathematics or Applied statistics in Economics with at least 2 Years of experience.</p>
5	Transaction and Compliance Specialist	02	<p><u>Job Summary</u></p> <p>Responsible for ensuring the compliance of energy deals with existing laws and regulation through accurately participating in negotiations of PPA, management of the concluded PPA with their related transactions and advising of any amendment to be concluded.</p> <p><u>KEY RESPONSIBILITIES</u></p>

			<p>PPA transaction Management</p> <ul style="list-style-type: none"> • Participate in the drafting and negotiation of PPA; • Review of the applicable laws and regulations to ensure that the negotiated deals are in compliance with relevant laws and regulations; • Monitoring of the implementation of negotiated deals to ensure compliance; • To keep all the documentations and records of the negotiated PPA for filing purposes; • To provide the monthly and quarterly reports on the status of all the existing PPA under execution; • Examining transaction processes of Energy deals and suggesting improvements. <p>Compliance and Advisory Services</p> <ul style="list-style-type: none"> • Advise the department on appropriate legal procedures and corrective action regarding any matters related to implementation of PPA; • Prepare legal opinions in response to queries raised out of PPA, following general instructions given by supervisor; • Anticipate and guard against legal risks likely to be faced by the EUCL during the implementation of PPA; • Prepare draft amendment of PPA whenever necessary; • Prepare relevant response to correspondences, queries from IPPs and other documentations related to PPA Compliance purposes. • Review and execute PPA documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest; <p><u>Education/Experience</u></p> <p>A Bachelor's degree in Law with at least 3 years of relevant working experience. A post graduate diploma in legal practice will be an added advantage.</p> <p>Or</p> <p>Master's degree in Law with at least 2 years of relevant experience</p>
6	Branch Commercial Services Officer	04	<p><u>Job Summary</u></p> <p>Building up the relationship between the Utility and its customers through responding to the variety of customer inquiries and requests through the telephone, in person (i.e., over the counter), or by using</p>

			<p>internet platforms such as the social media.</p> <p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Handle billing inquiries and service requests as well as managing large amounts of incoming phone calls • Follow up to ensure Customer complaints are addressed. • Keep records of customer interactions, process customer accounts and file documents. • Follow communication procedures, guidelines, and policies to Build sustainable relationships and trust with customer accounts through open and interactive communication. <p><u>Education/Experience</u></p> <p>Bachelor's Degree (A0) in Business admiration, customer service & marketing, finance and accounting, Project management, procurement, and supply chain management, business economics.</p>
7	Estates Technician	02	<p><u>Job Summary</u></p> <p>To undertake all planned and reactive maintenance of REG infrastructure as requested, to supervise all on-going construction works on different sites.</p> <p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Carrying out repairs to property, fixtures, fittings and equipment, • Be a registered key holder and a point of contact in an emergency • Maintaining records of repair, maintenance and compliance as directed <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • Diploma (A1) in Construction Technology/Civil Engineering • At least 3 years' experience in construction/Civil Engineering or other related fields would be an added value.
8	Workshop Technician	01	<p><u>Job Summary</u></p> <p>Effective planning and supervision of the implementation of the organization's workshop function in core areas of workshop equipment, mechanical assets, welding activities, machining of different mechanical work pieces and other workshop operations.</p> <p>At least 3 years' experience in construction/Civil Engineering or other related fields would be an added value.</p>

			<p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Planning, designing and implementing workshop initiatives (mechanical, welding initiatives...); • Excellent knowledge of welding machinery, electrical equipment, and manual tools. • To be able to use / manipulate machines - tools such as: parallel lathe, universal milling machine, drilling machine, grinder, power saw. • Skilled and experienced in machining cylindrical, conical and polygonal shaped parts. <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Develop weekly, monthly, quarterly and annual reports <p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • A1 in Mechanical engineering/Production and Manufacturing Technology from a recognized Institution with A2 in the same field, A valid certificate in welding from an accredited institution is an added advantage. At least Three (3) years' experience in quantity survey of mechanical/welding engineering works or Three (3) years' experience serving as workshop technician and performing welding activities are added value <p>OR</p> <ul style="list-style-type: none"> • Only A2 Diploma in General mechanics from a recognized Institution with (5) years' experience as workshop technician and conducting quantity survey of mechanical/welding engineering works and metal fabrication would be an added value
9	GIS Field Technician	01	<p><u>Job Summary</u></p> <p>Topographic Survey, Digitization, collecting data, creating maps, and maintaining GIS data of Geographic Information Systems (GIS) related to Utility projects including facilitating project teams, identifying resources, and establishing project objectives, timelines, and milestones.</p> <p><u>Key Roles & Requirements</u></p> <ul style="list-style-type: none"> • Compiling geographic information in the form of satellite images, geographical surveys, and aerial photographs. • Researching and verifying geographic data. • Topographic Survey and digitize electrical data to support planning and implementation of new electrical project. • Drawing maps using advanced computer software.

			<p>Education/Experience</p> <ul style="list-style-type: none"> • Advanced diploma (A1) in topographic surveying, Geographical information systems, electrical systems or civil/structural designs with GIS trainings; • Proven work experience in using GIS in electrical network Surveys. • Understanding the use of surveying tools • Knowledge of modern cartographic standards and principles. • At least 3 years' experience in construction/Civil Engineering or other related fields would be an added value.
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Required Documents for application:

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

Submission of Applications

Interested and qualified candidates should submit their soft copy applications documents **in one folder** addressed to **Managing Director of EUCL**, through recruitment@eucl.reg.rw **with the position they are applying for in subject line** not later than**13 DEC 2023**..... at 5.00 pm. Hard copies are not accepted. 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,

11 DEC 2023



Claver GAKWAVU
Acting Managing Director

