

JOB ADVERTISEMENT

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	Head Administration & Logistics (Re-advertised)	1	<p>Job summary: Description of the purpose of the job</p> <p>This role will be responsible for leading the Administration unit and managing the warehouses, determining the feasibility of asset acquisition and participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization.</p> <p>Key responsibilities:</p> <p>Asset Management</p> <ol style="list-style-type: none"> 1. Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, departmental policies and procedures 2. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable 3. Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations <p>Logistics Management</p> <ol style="list-style-type: none"> 1. Manage planning and implementation of logistics, including coordination with Project Managers and Project Developers; 2. Plan or implement material flow management systems to meet production requirement. 3. Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization. <p>Administration Management</p>

			<ol style="list-style-type: none"> 1. Supervise the building's operations and maintenance, real estate, project planning and management, communication, finance, facility function, technology integration, and environmental factors. 2. Handle the acquisition, distribution, and storage of equipment and supplies. 3. Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, materials, supplies, products, or services. <p>Leadership</p> <ol style="list-style-type: none"> 1. Supervise and manage the performance and development of staff in the department in line with the Organisation's goals, objectives, policies and regulations. 2. Development of annual work plans and the annual budget plans and implementation. <p>Educational Requirements & Experience/Qualifications</p> <ol style="list-style-type: none"> 1. Master's degree in business administration- Finance/Accounting/Procurement/ Project Management. 2. At least Five (5) Years of relevant Experience, three (3) of which must be at a managerial level in a busy and large company having vast operations. 3. Having a partial or a full Professional Qualification in Procurement and Supply would be an added value. <p>OR</p> <ol style="list-style-type: none"> 4. Bachelor's degree (A0) in Business Administration- Finance/Accounting/ Procurement/ Project Management. 5. At least Six (6) Years of relevant Experience, three (3) of which must be at a managerial level in a busy and large company having vast operations. 6. Having a partial or a full Professional Qualification in Procurement and Supply would be an added value.
2	Manager Administration	1	<p><u>Job Summary</u></p> <p>Effective planning, coordination, and supervision of the implementation of the organization's administration function in core areas of:</p> <ol style="list-style-type: none"> 1 Facilities and Utility management, 2 Asset Administration and Disposal, Infrastructure Management, Maintenance, and related Project Development,

		<p>3 General Services Administration, 4 Planning, Reporting, and Monitoring and Evaluation, 5 Risk Management and Compliance and to provide leadership to the entire team.</p> <p><u>Key responsibilities</u></p> <p>Facilities and Utilities</p> <p>1 Direct, control, and supervise the provisioning and functioning of voice and telephone services across the organization. 2 Direct, control, and supervise the provision of utilities such as water and electricity to the organization premises.</p> <p>Asset administration and disposal</p> <p>1 Direct, control, and supervise the proper functioning of the organization's assets, their maintenance, and disposal process. 2 Plan, direct, and control the disposal of obsolete organization assets and store/stock items in line with laid down procedures.</p> <p>Infrastructure Management, Rehabilitation, Maintenance, and related Project Development</p> <p>1 Is responsible for overseeing the rehabilitation, maintenance, and participation in related project development of energy infrastructure projects. 2 Construct, and supervise the building's operations and maintenance, real estate, project planning, development and management, communication, finance, facility function, technology integration, and environmental factors. 3 Energy Infrastructure Rehabilitation and Maintenance Oversight: Supervise the maintenance of energy infrastructure to ensure optimal performance and reliability.</p> <p>General Services Administration</p> <p>1 Plan, direct, and coordinate the administrative services of the organization, such as records and information management, mail distribution, facilities planning, and maintenance. 2 Participate in contracting with the service provider companies for services such as cleaners and catering services.</p>
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3	Engineering Planning Coordinator	1	<p><u>Job summary</u></p> <p>Coordinate engineering activities in the Operations Planning Department and report on the network's development and performance. The engineering planning coordinator is also responsible for overseeing studies coordinated under the planning department.</p> <p><u>Key responsibilities</u></p> <p>Leadership</p> <ol style="list-style-type: none"> 1. Provide leadership and manage work performance in line with the corporate goals. 2. Coordinate activities in different units to achieve short-term and long-term corporate targets. 3. Good communication and reporting skills <p>Technical Delivery</p> <ol style="list-style-type: none"> 1. Plans, organizes, and directs designated activities in the Planning and Engineering Departments; assigns, reviews, and evaluates staff work for accuracy, suitability, and completeness. 2. Coordinate annual capital and operational network investment programs & budget. 3. Support the development of the Action Plan, procurement plan, and implementation and monitor expenditure and network costs. 4. Coordinate planning activities in all engineering departments. 5. Monitor the implementation programs and identify, solve, and report any deviations from the plan. 6. Strategic reporting on network performance regarding CAPEX, OPEX, and budget execution. 7. Coordinate planning activities with all stakeholders to ensure that plans are harmonized for the most efficient network planning and operation.

			<p>8. Establish systems and procedures to track project performance and liaise with the end user.</p> <p>9. Coordinate with project team members, contractors, and suppliers regarding the workability and constructability of the design</p> <p>10. Support the optimization of the performance and reliability of the existing system and planning for future additions.</p> <p>11. Partner with key stakeholders such as major customers, communities, and government to drive commercial customer investment and shape future network operations.</p> <p><u>Educational Requirements & Experience/Qualifications</u></p> <p>1 Master's degree in any of the following: Electrical Engineering, Electronics & Telecommunication Engineering, Electrical Power Systems, Electro-Mechanical Engineering, with at least 3 years of experience in leading teams and projects</p> <p>OR</p> <p>2 Bachelor's degree in any of the following: Electrical Engineering, Electronics & Telecommunication Engineering, Electrical Power Systems, Electro-Mechanical Engineering, with at least 4 years of experience in leading teams and projects</p>
4	Senior Engineer Standards and Quality assurance	1	<p><u>Job summary</u></p> <p>To ensure Quality & professional works when developing and maintaining EUCL Networks by developing and enforcing Standards and Specifications in line with EUCL objectives;</p> <p><u>Key responsibilities</u></p> <p>Technical Delivery</p> <p>1 Lead Standards and Specifications Team.</p> <p>2 Ensure that Standards and Specification activities are executed in accordance with Corporate Regulatory and Statutory Standards</p> <p>3 Develop and Maintain up to date database of Engineering Standards;</p> <p>4 Develop, and maintain the database of Equipment & Materials Specifications</p> <p>5 Execute Inspections to ensure Network operations are in compliance with Engineering</p>

		<p>Leadership</p> <p>Lead Standards and Specifications Team; manage work performance in line with corporate goals; Prepare periodic management & performance</p> <p>Safety</p> <ol style="list-style-type: none"> 1. Ensure that Projects inspection is executed in accordance with Corporate, Regulatory and Statutory Safety Standards and policies; 2. Ensure that ALL Projects delivered adhere to the minimum requirement of legal, statutory and regulatory Safety & Environmental requirements; 3. Ensure the Commissioning of Projects is executed in compliance with EUCL and RURA Safety regulations; <p><u>Educational Requirements & Experience/Qualifications</u></p> <ol style="list-style-type: none"> 1. At least a Masters's Degree in Electrical Engineering, Electrical Power Systems Engineering, electrical and electronics engineering or Electromechanical engineering field; 2. At least Three (3) years of progressive work experience in network Planning, development or in electricity utility High Voltage/Medium Voltage Lines maintenance operations; 3. Training or certificates in standards is an added advantage <p>OR</p> <ol style="list-style-type: none"> 1. At least a Bachelor's Degree (A0) in Electrical Engineering, Electrical Power Systems Engineering, electrical and electronics engineering or Electromechanical engineering field; 2. At least Four (4) years of progressive work experience in network Planning, development or in electricity utility High Voltage/Medium Voltage Lines maintenance operations; 3. Training or certificates in standards is an added advantage
5	Senior Engineer Hydro Power Plant	<p><u>Job summary</u></p> <p>Manage the safe and efficient operation of the Hydro Power Plant as well as the associated equipment, infrastructure and systems and optimize availability of plant for maximum delivery of power.</p> <p><u>Key responsibilities</u></p> <p>Technical Deliveries</p>

			<ol style="list-style-type: none"> 1. Operate and maintain the hydro facilities and associated equipment/systems to maximize power generation, reliability and safety. 2. Perform project management responsibilities on unit outages, major overhauls and preventative maintenance. 3. Perform preventative and predictive maintenance such as lubrication, fluid checks, electrical and mechanical checks, cleaning, painting, grounds maintenance, river debris removal and controls calibration. 4. Respond to emergency or warning alarms and unusual conditions at any time. 5. Operate plant at optimum efficiency, availability, and safety in accordance with the requirements of the power purchase agreement, good utility practice and all applicable laws and regulations 6. Develop and implement annual plant maintenance plans to ensure maximum plant production and availability 7. Evaluate current maintenance goals and formulate new short and long range to meet the needs and requirements of the plant management <p><u>Leadership</u></p> <ol style="list-style-type: none"> 1. Enhance and support training and personal knowledge of facility operations and maintenance. 2. Participate and supervise work performed by contractors 3. Provide leadership to unit staff in the implementation of operating policies and procedures, annual plans power contracts, power rates and standing operating procedures in the distribution zone. <p><u>Safety</u></p> <ol style="list-style-type: none"> 1. Ensure no harm to Power Plant staff, customers and the wider public as a result of transmission and distribution operations; 2. Contribute to the development and maintenance and ensure compliance with of EUCL Electrical Safety Policy, Procedures and Systems; <p><u>Educational Requirements & Experience</u></p> <ol style="list-style-type: none"> 1. At least a master's degree in electrical, Electromechanical/ Mechanical Engineering plus at least three (3) years in Hydro Power Plant Operations & maintenance activities; <p>OR</p> <ol style="list-style-type: none"> 2. Bachelor's Degree (A0) in Electrical, Electromechanical/ Mechanical Engineering plus at least Four (4) years of experience in Hydro Power Plant operations & maintenance activities
6	Energy Efficiency Officer	1	<u>Job summary:</u>

			<p>Responsible for investigating, detecting and deterring the instances of theft and abstraction of electricity by residential or business customers; make suitable arrangements for the recovery and repayment of sums outstanding; identify & remedy unbilled sites.</p> <p><u>Key Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Lead in the implementation and coordination of the Organization's Energy Efficiency and affordable energy strategy and action plan, working with colleagues and external partners. 2. Identify, develop and implement opportunities, including access to external funding, to further and promote the organization's work on energy efficiency and loss reduction. 3. Create and implement a framework of policies and procedures that advance the EUCL's energy efficiency objectives. 4. Lead in collaboration with colleagues that in depth energy advice, training and guidance to customers <p><u>Educational Requirements & Experience/Qualifications</u></p> <ol style="list-style-type: none"> 1. At least a Bachelor's Degree (A0) in Electrical Engineering; Electronic and Telecommunications Engineering, Renewable Energy. 2. Having Two (2) years of experience in a similar role would be an added value
7	Standard Monitoring Officer	2	<p><u>Job summary</u></p> <p>The staff examines the order of the network, inspects transformer points, network installations and communal re-metering to identify and remedy noncompliance with technical specifications that may contribute to dangerous conditions, facilitate electricity hazards, theft and general losses</p> <p><u>Key responsibilities</u></p> <ol style="list-style-type: none"> 1. Inspects and oversees the performance of contracting organizations 2. Inspects the timeliness and quality of contractors' work as well as the validity of expenditures charged to the Company 3. Inspect and Reveal serious violations by contracting organizations that would be released, from providing further services to the company. <p><u>Educational Requirements & Experience/Qualifications</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in Electrical Engineering; Electronics and Telecommunications Engineering, and

			2. Having an experience of 2 years in a similar role would be an added value
8	Revenue Protection Officer	1	<p><u>Job summary:</u> Responsible for undertaking all revenue protection site visits to detect and prevent energy theft. Negotiate payment terms involved and where necessary request for any meter exchange functions.</p> <p><u>Key responsibilities</u></p> <ol style="list-style-type: none"> 1. Negotiate payment terms involved and where necessary carry out any meter exchange functions. maintenance, repairs, upgrades and de-energization checks 2. Where required, respond to requests on emergency callouts for energy theft activities. In addition, provide police statements when requested 3. Actively challenge any unsafe act and follow safe working practices and procedures <p><u>Educational Requirements & Experience/Qualifications</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree (A0) in Electrical, Electromechanical Engineering, Public Administration, Business Administration 2. Having 2 years of experience in an energy inspection role would be an added value
9	Analytical Supervisory Services Officer	1	<p><u>Job summary</u> Conducts investigations into allegations of theft, fraud, corruption, waste or abuse, embezzlement or obstruction of revenues committed by clients, contractors, staff or fraudsters against the company by reviewing and researching evidence/documents to analyze the overall fact pattern of claim and synthesize data into a professional report with recommendations. Preparing and coordinating field assignments to obtain relevant evidence and information</p> <p><u>Key responsibilities</u></p> <ol style="list-style-type: none"> 1. Conducting investigations into allegations of theft, fraud, waste corruption, embezzlement or abuse committed by clients, contractors, staff or fraudsters against the company. 2. Reviewing and researching evidence/documents to analyze the overall fact pattern of claim and synthesize data into a professional report with recommendations 3. Preparing and coordinating field assignments to obtain relevant evidence and information <p><u>Planning Activities:</u></p> <ol style="list-style-type: none"> 1. Conducting interviews with customers 2. Compiling documentation

		<p>3. Developing investigative reports</p> <p>Essential Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Complete order screening accurately and in a timely manner. 2. Identifying valid or fraudulent transactions. <p><u>Educational Requirements & Experience/Qualifications</u></p> <ol style="list-style-type: none"> 1. At least Bachelor's Degree (A0) in Law, criminal justice, risk management, social work 2. Having a proven working experience of 2 years would be an added value 3. Strong interpersonal and communication skills including the ability to interact with clients, upper management, and law enforcement
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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 Acting Managing Director of EUCL, through: recruitment@eucl.reg.rw with the position they are applying for in subject line not later than **30th April, 2025 at 5.00 p.m.** Hard copies are not accepted. Only shortlisted candidates shall be contacted.

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, **15th April, 2025**

Claver GAKWAVU
Ag. Managing Director