

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	Head of Systems Infrastructure & Network	01	<p><b><u>Job summary</u></b></p> <p>As Head of Systems Infrastructure &amp; Network, you will lead the Information Infrastructure &amp; Network function to build, maintain, and oversee the secure, resilient, and high-availability digital backbone critical for all EUCL operations. You are responsible for ensuring its continuous operation, cost-efficiency, and alignment with information security standards.</p> <p><b><u>Key responsibilities</u></b></p> <p><b>Strategic Leadership and Work Planning</b></p> <ol style="list-style-type: none"> <li>1. Develop and execute a multi-year strategic technology roadmap for infrastructure and network that aligns with EUCL objectives and anticipates future business needs.</li> <li>2. Establish and govern the architecture standards, policies, and lifecycle management processes for all systems infrastructure to ensure security, resilience, and interoperability.</li> <li>3. Lead the financial planning for the infrastructure portfolio, including CapEx and OpEx budgeting, forecasting, and vendor contract management to optimize total cost of ownership.</li> <li>4. Evaluate and integrate emerging technologies to drive innovation, improve service delivery, and enhance EUCL competitive position.</li> <li>5. Oversee the planning, execution, and delivery of all ICT infrastructure and network expansion initiatives, maintaining rigorous control over timelines, budgets, quality, and resource allocation.</li> </ol> <p><b>Management of the EUCL's IT infrastructure operations</b></p> <ol style="list-style-type: none"> <li>1. Ensure the 24/7/365 operational integrity, performance, and high availability of all critical systems including but not limited to data centers, servers, storage, LAN/WAN/VPN networks, fibre optics supporting real-time utility's operations.</li> <li>2. Oversee the comprehensive lifecycle management of the ICT infrastructure, including deployment, monitoring, maintenance, development, and support of all hardware, software, and network systems based on business requirements.</li> <li>3. Continuously review system performance, benchmark against industry standards, and analyse data on operating costs and</li> </ol>

			<p>productivity to enable data driven decision on upgrades and investments.</p> <ol style="list-style-type: none"> <li>4. Develop, implement, and enforce ICT infrastructure policies, procedures, and standards for network administration, security, communications, service provision, and purchasing to ensure compliance and operational excellence.</li> <li>5. Direct the expansion, enhancement, and integration of network infrastructure (WAN/LAN/VPN, third-party connections) and oversee the provision of reliable end-user services, including help desk and technical support.</li> <li>6. Own the IT Disaster Recovery and Business Continuity Planning for infrastructure, while ensuring regular testing and operational readiness.</li> </ol> <p><b>Leadership</b></p> <ol style="list-style-type: none"> <li>1. Set the strategic direction and provide executive leadership for the Systems Infrastructure and Network Unit, ensuring all operations and initiatives are fully aligned with EUCL’s objectives and policies.</li> <li>2. Build, mentor, and lead high-performing, agile teams, fostering a culture of accountability, innovation, and continuous improvement.</li> <li>3. Manage the annual operational plan, budget, and resource allocation to ensure strategic targets are achieved efficiently.</li> </ol> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor’s degree (A0) in Computer Science, Computer Networks, Information Technology, or a similar field, with a minimum of 6 years of proven IT experience.</li> <li>2. Master’s degree in the same fields, with a minimum of 5 years of proven IT experience.</li> <li>3. At least 3 years of experience at a managerial level. <ul style="list-style-type: none"> <li>• Professional certifications such as CCNP (Enterprise or Security) or ITIL 4 are a plus.</li> </ul> </li> </ol>
2	<b>Financial Controller</b>	<b>01</b>	<p><b><u>Job summary</u></b></p> <p>To plan, direct and control the financial resources of the company and ensure sound overall financial management and performance in line with the strategic plan, and lead a team of professional staff in line with the regulatory framework and accounting standards.</p>

			<p><b><u>Key responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Lead, coach and supervise finance department staff under Financial Controller,</li> <li>• Manage the accounting function, including maintenance of general ledger,</li> <li>• Implement, and ensure compliance with internal financial and accounting policies and procedures</li> <li>• Document and maintain complete and accurate supporting information for all financial transaction</li> <li>• Maintain financial accounting and control system for cash management, accounts payable, account receivable, mobile money, and treasury</li> <li>• Manage the cash flow (cash position) and prepare cash flow forecasts in accordance with company policies</li> <li>• Maintain a proper management of suppliers and ensure that suppliers invoices are fully supported and paid on time</li> <li>• Maintain a proper management of customers/debtors</li> <li>• Working closely with both Internal and external auditors</li> <li>• Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner</li> <li>• Process and submit statutory deductions to the tax authority on time</li> <li>• Participate in budget preparation process,</li> </ul> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree (A0) in Finance, Accounting or relevant field or a relevant professional qualification, such as ACCA, CPA or CFA and;</li> <li>• At least 6 years of experience in a Finance related role, 3 of which should be at manager level with supervisory role.</li> </ul>
3	Branch Manager	02	<p><b><u>Job summary</u></b></p> <p>Responsible for developing and managing branch business operations in a safe and customer-centric manner and overseeing the effective implementation of the branch business aspects of the organization’s Annual Operating Plan (AOP).</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Leadership</b></p>

			<ol style="list-style-type: none"> <li>1. Provide leadership and management to the Branch staff in the implementation of operating policies and procedures, annual plans, power contracts, power rates and standing operating procedures in the distribution zone.</li> </ol> <p><b>Safety</b></p> <ol style="list-style-type: none"> <li>2. Monitor and ensure all personnel adhere to and regional activities are executed in accordance with Corporate, Regulatory, and statutory Safety Standards and policies</li> </ol> <p><b>Finance</b></p> <ol style="list-style-type: none"> <li>3. Support development of the branch budgets and maintain region costs within budget</li> <li>4. Monitor and ensure optimal use, management and security of all company assets assigned to the division</li> </ol> <p><b>Technical Support</b></p> <ol style="list-style-type: none"> <li>5. Maintain distribution transformers in accordance with prudent utility practice regarding maintenance, inspections and loading profile</li> <li>6. Monitor powerhouse operating parameters and condition to assure optimal energy output.</li> <li>7. Develop and deliver distribution network maintenance plan</li> <li>8. Support implementation of distribution equipment installations, upgrades, or maintenance</li> <li>9. Communicate power system emergencies in accordance with approved procedures.</li> </ol> <p><b>Revenue &amp; billing Management Support</b></p> <ol style="list-style-type: none"> <li>10. Monitor complete, expedited, and secure collection of organization revenues (cash) in accordance with organization policies and procedures</li> <li>11. Secure meter readings and deliver bills in a timely fashion in accordance with the billing calendar</li> <li>12. Implement the provision and supply of smooth and available vending for pre-paid customers</li> </ol> <p><b><u>Required Education Background &amp; Experience:</u></b></p>
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4	Transactions Manager	01	<p><b><u>Job summary</u></b></p> <p>The Transactions Manager will be responsible for handling legal matters, coordinating contract drafting, reviewing and management, finding opportunities that align with company goals, ensuring company compliance with laws and regulations and negotiating the best deals for the company.</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Strategic Management</b></p> <ol style="list-style-type: none"> <li>1 Provide legal specialist in section in charge of Legal transactions with guidance on legal and governance issues or matters</li> <li>2 Provide overall leadership of the legal section in charge of Legal transactions</li> <li>3 Manage, monitor and supervise the performance and development of staff in section in charge of Legal transactions in accordance with the department and Company’s goals, objectives, policies and regulations</li> <li>4 Ensure daily functioning of legal specialist in section of Legal transactions</li> <li>5 Evaluate the performance of the legal specialist in section in of Legal transactions</li> </ol> <p><b>Transactions Management</b></p> <ol style="list-style-type: none"> <li>6 Managing and overseeing day-to-day legal transactions</li> </ol>

			<ol style="list-style-type: none"> <li>7 Developing and implementing transaction plans, goals, and objectives</li> <li>8 Examining transaction processes and suggesting improvements</li> <li>9 support various initiatives relating to the implementation of new legal and regulatory obligations</li> <li>10 Draft and review contracts and other legal documents for the company to ensure they are consistent and in compliance with regulatory requirements and organizational risk policies.</li> <li>11 Assess contractual liabilities, understand market and legal risks and mitigate contractually where possible.</li> <li>12 Provide training on contract provisions internally to the legal department staff.</li> <li>13 Provide corporate administrative expertise and guidance in relation to operational transactions, acting as a point of escalation both for clients and internally;</li> <li>14 Identify risk issues in relation to operational transaction and ensure full compliance with regulatory requirements and Company policies;</li> <li>15 Ensure the company meets its obligations to clients, ensuring that all tasks required to effectively close a transaction within required timelines are completed efficiently, professionally and timeously;</li> <li>16 Works closely with other departments in the company in order to achieve client objectives;</li> <li>17 Advise management and departments on appropriate legal procedures and corrective action regarding any legal related matter</li> <li>18 Lead in the implementation of the legal policies, process and procedures in line with the strategic objectives of Energy Utility Corporation Limited.</li> <li>19 Update the company legal policy in accordance with new laws, and communicate the same to the different stakeholders</li> <li>20 Coordinate review of insurance policies and follow up on insurance claims to ensure appropriate compensation is provided timely</li> <li>21 Identify contractual and operational compliance requirements for target customer segments.</li> <li>22 Review, analyse and interpret laws and regulations and advise management on the same.</li> </ol>
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			<p>In addition to the experience and educational requirements listed above, the candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Strong commercial awareness and strong negotiation skills</li> <li>(ii) Ability to be strategic with a strong command on operations</li> <li>(iii) Strong attention to detail and accuracy</li> <li>(iv) Strong leadership skills, great attitude, self-motivated</li> <li>(v) Strong understanding of Rwandan and International laws</li> <li>(vi) Analytical and investigative skills</li> <li>(vii) Communication and presentation skills</li> <li>(viii) High standards of professionalism and integrity</li> <li>(ix) Results and team oriented</li> <li>(x) Ability to work under pressure</li> <li>(xi) Good interpersonal skills.</li> </ul>
5	<b>Transmission Protection Specialist</b>	02	<p><b><u>Job summary</u></b></p> <p>Ensure network reliability and stability of Transmission and Distribution Grid and contribute towards secure power plants protection.</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Technical Delivery</b></p> <ol style="list-style-type: none"> <li>1. Develop and standardize cost effective protection and control schemes to ensure uniformity in the entire grid.</li> <li>2. Monitor, evaluate and review the performance of protection and control schemes to develop action plans that are to be implemented.</li> <li>3. Review and approve new protection and control designs schematics for the network.</li> <li>4. Installation and commissioning of new protection relays and systems.</li> </ol>

			<ol style="list-style-type: none"> <li>5. Ensuring the reliability of protection by developing new methods in maintenance, testing of protection schemes and maintenance of existing network protection devices.</li> <li>6. Ensure harmonization of new and existing schemes by supervising protection and control commissioning works of new substations or substation equipment in the network.</li> <li>7. Participation on elaboration of Terms of references for all HV and MV switchgears.</li> <li>8. Work with SCADA staff responsible for proper application of the network operation and fault analysis to assure the quality power flow.</li> <li>9. Participate in factory and site test for Protection Control and Command equipment to be used in the network.</li> <li>10. Planning of Spare part to be available in store for preventives and curatives maintenance.</li> <li>11. Ensure adherence to protection and control standards through replacement of obsolete equipment.</li> <li>12. Ensure continuous advancement of protection technicians.</li> <li>13. Ensure compliance with the Rwanda Grid Code, East African Power Pool code and International Standards.</li> </ol> <p><b>Leadership</b></p> <ol style="list-style-type: none"> <li>1. Ensure all protection Engineers and technicians work in-line within engineering good practice;</li> <li>2. Participation in developing Transmission Department strategic action plan;</li> <li>3. Participate in developing a business plan and budget for protection Unit;</li> <li>4. Support capacity development interventions to cover gaps identified in protection Engineers and Technicians.</li> </ol> <p><b>Safety, Health &amp; Environment</b></p> <ol style="list-style-type: none"> <li>1. Ensure ALL Transmission and Distribution grid protection operations comply with Safety, Environment and Health statutory, legal and regulatory guidelines;</li> <li>2. Contribute to developing safety regulations, processes and procedures; Monitor the implementation of safety procedures by protection technicians;</li> </ol>
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			<p>3. Participate in developing an appropriate environmental and regulatory framework to ensure compliance with set terms and condition in the grid system operations;</p> <p>4. Minimize negative or adverse environmental impact by implementing professional handling and disposal of ALL effluent employed in network protection operations.</p> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in electrical/ Power system/ Renewable energy/Mechanical/Information technology/electronics and telecommunication engineering with 2 years of experience in power system protection/transmission/substation operation &amp; maintenance /Power system planning or power system generation.</li> <li>• Bachelor's Degree (BSc) in Electrical/ Power system/ Renewable energy/Mechanical/Information technology/electronics and telecommunication engineering with 4 years of experience in power system protection /transmission/substation operation &amp; maintenance /Power system planning or power system generation.</li> </ul>
6	Substation Specialist	01	<p><b><u>Job summary</u></b></p> <p>Ensure proper design of substations, supervises implementation and follow up operations of existing substations in line with EUCL objectives;</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Technical Delivery</b></p> <ol style="list-style-type: none"> <li>1. Elaboration of substation technical documents (Preparation of substation designs, BoQs and equipment technical specification),</li> <li>2. Ensure compatibility and integration with existing electrical infrastructure;</li> <li>3. Manage and review contractors' submittals and monitor the schedule to deliver the substation project on time;</li> <li>4. Assess potential risks, standards compliance, quality of materials and costs;</li> <li>5.Coordinate daily projects execution activities and report the progress to the supervisor;</li> <li>6.Supervises the projects design as per approved designs and in line with company engineering Standards;</li> </ol>

			<p>7.Ensure of proper filing during implementation and closure (contracts, completion reports, as built drawings etc..), 8.Use project knowledge to support maintenance teams during interventions or maintenance.</p> <p><b>Leadership</b></p> <ol style="list-style-type: none"> <li>1.Lead the technician teams on site; manage work performance of the teams in line with project schedules;</li> <li>2.Prepare periodic reports;</li> <li>3.Support procurement process by preparing the projects terms of reference</li> </ol> <p><b>Safety</b></p> <ol style="list-style-type: none"> <li>1.Ensure that Projects Technicians execute the work in accordance with Corporate, Regulatory and Statutory Safety Standards and policies;</li> <li>2.Ensure that the projects delivered adhere to the minimum requirement of legal, statutory and regulatory Safety &amp; Environmental requirements;</li> <li>3.Ensure the Commissioning of Projects is done compliance with EUCL and Regulator Safety regulations;</li> </ol> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Electrical or Mechanical Engineering, or a professional qualification in Engineering;</li> <li>• At least 3 years’ experience in a similar role;</li> <li>• Knowledge substation designs and operation,</li> <li>• Knowledge of standards of substation equipment and materials.</li> </ul>
7	<b>Quantity Surveyor Officer</b>	01	<p><b><u>Job summary</u></b></p> <p>The quantity surveyor will be analyzing existing budgets and making improvements, reviewing plans and preparing quantity estimates, negotiating with various contractors and vendors, as well as building relationships with clients and site/projects managers/Engineers to ensure timely delivery of the construction projects with minimal effect on expenses.</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Price/forecast the cost of the different materials needed for the project</li> <li>2. Prepare tender documents, contracts, budgets, bills of quantities and other documentation</li> </ol>

			<ol style="list-style-type: none"> <li>3. Liaising with site managers, clients, contractors, and subcontractors</li> <li>4. Preparing reports, analyses, contracts, budgets, risk assessment, and other documents</li> <li>5. Analysis of drawings, technical reports, and bills of quantities</li> <li>6. Track changes to the design and/or construction work and adjust budget projections accordingly</li> <li>7. Establishing and maintaining professional relationships with external and internal stakeholders</li> <li>8. To ensure that the construction project is completed within its projected budget</li> </ol> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree (minimum) in quantity surveying and Electrical Engineering</li> </ul>
8	Safety Officer	01	<p><b><u>Job summary</u></b></p> <p>Ensure that staff/Personnel adhere to safety measures when working on electrical installations according to EUCL electrical safety operating procedures;</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Technical Delivery</b></p> <ol style="list-style-type: none"> <li>1. Implement Safety Rules, Documentation and plan provision of PPEs across the Planning Department and Utility;</li> <li>2. Monitor the safety performance of the Planning Department and its compliance with ALL Regulatory and Statutory Guidelines and Laws of Rwanda;</li> <li>3. Conduct safety awareness campaigns and main streaming health and safety guidelines;</li> <li>4. Ensure monthly reporting on safety related events in the planning Department is executed;</li> <li>5 .Record, investigate and report events related to construction site incidents;</li> </ol>

			<p>6. Conduct risk assessment and enforce implementation of preventive measures;</p> <p>7. Review existing safety policies and update them where necessary;</p> <p>8. Review, approve and ensure the implementation of Contractors' Site Safety and Health Plan (SSHP);</p> <p>9. Inspect the worksites to ensure they are hazard-free environments and promote safe practices at worksites;</p> <p><b>Leadership</b></p> <p>1. To Ensure fully awareness of EUCL staff to electrical safety operating procedures;</p> <p>2. Propose measures to establish a culture of adherence to Safety Principles</p> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (A0) in Occupational Health &amp; safety, Environmental management or public health from an institute of recognized standing with at least 1 Year proven work experience in Occupational Health and Safety.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in electrical, Electromechanical, Mechanical, Mechatronics, Renewable energy, Electronics or telecommunication Engineering from an institute of recognized standing with at least 1 Year proven work experience in electrical utility.</li> <li>• Having a General Certificate in Occupational Safety &amp; Health (from NEBOSH) or an Occupational Safety &amp; Health professional (From OSH Academy) will be an added advantage.</li> </ul>
9	Branch Technical Supervisor	02	<p><b><u>Job summary</u></b></p> <p>Troubleshooting major system failures and equipment malfunctions. Repairing and maintaining electrical equipment/network.</p> <p><b><u>Key responsibilities:</u></b></p>

			<ol style="list-style-type: none"> <li>1. Provide leadership and management to the Branch Technical Team.</li> <li>2. Ensure the Branch Technical Team obtains full knowledge of corporate</li> <li>3. goals.</li> <li>4. Develop and execute Branch Action plan in line with corporate goals.</li> <li>5. Develop, execute, M&amp;E clear targets with KPIs for Branch Technical Team.</li> <li>6. Execute periodic reviews of staff performance and delivery of KPIs Target</li> <li>7. Ensure motivated work force.</li> <li>8. Implement Capacity Development routines to Ensure appropriate skill level</li> <li>9. of the Branch Technical Team</li> <li>10. Review electrical engineering drawings and refer issues requiring changes.</li> <li>11. Assign job tasks and work as per electrical project schedules.</li> <li>12. Review all electrical drawings with Leadmen performing on assigned jobs to them.</li> <li>13. Stimulate fabrication standards to ensure quality work attained from assigned staff</li> <li>14. Recruit, guide, train, monitor and terminate assigned employees as required.</li> <li>15. Recommend effective solutions specified weight related to employment status of employees.</li> <li>16. Schedule, assign, plan and supervise electrical shop personnel performance on different electrical projects.</li> <li>17. Plan and prepare work and equipment usage schedules.</li> <li>18. Develop electrical expenditures priority and equipment and appliance maintenance procedures.</li> <li>19. Develop electrical material and labor forecasts.</li> <li>20. Train and inform employees about new work procedures.</li> <li>21. Provide information on modification on work policies, safety regulations, electrical codes, and specifications.</li> <li>22. Support Electrical Engineers in design needs.</li> </ol>
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10	<b>Maintenance Planning Engineer</b>	01	<p><b><u>Job summary</u></b></p> <p>To undertake the scheduling (planning) of annual and periodic maintenance of major plants (power transformers, generators, transmission lines etc.) such that system outages are minimised. He is</p>

			<p>also responsible of compiling, maintaining and analysing plant data to facilitate smooth system operation</p> <p><b><u>Key responsibilities:</u></b></p> <p><b>Technical Support</b></p> <ol style="list-style-type: none"> <li>1 Assigns replacement of blown and new transformers.</li> <li>2 Determine demand forecast (short and medium term) for the network.</li> <li>3 Determine the percentage of technical and commercial losses and find ways to minimizing them.</li> <li>4 Identify network areas with low voltages and find remedies to improve the system.</li> <li>5 Undertake systems analysis of existing and planned power lines.</li> <li>6 Assist the Principal Planning Engineer to prepare power line surveys and engineering designs for identified projects.</li> <li>7 Participate in the procurement process as required from time to time in line with the procurement guidelines.</li> <li>8 Gather and prepare project data for the GIS database.</li> <li>9 Carry out any other duties specified by the Supervisor.</li> </ol> <p><b><u>Required Education Background &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree (A0) in Electrical Engineering, Mechanical or Electromechanical engineering, Renewable energy, electrical Power system engineering, Electronics engineering, with at least 2 years of relevant experience in electricity network operations &amp; Maintenance, electricity network planning &amp; development, power system management in energy sector or any recognized organization.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Advanced Diploma(A1) in Electrical Engineering, Electromechanical engineering, Renewable energy, electrical Power system engineering, Electronics and Electrical Engineering, with at least 4 years of relevant experience in electricity network operations &amp; Maintenance, electricity network planning &amp; development, power system management in energy sector or any recognized organization.</li> </ul>
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