

JOB ADVERTISEMENT

The International Development Association has signed a Financing Agreement with the Republic of Rwanda to implement the “**Accelerating Sustainable and Clean Energy Access Transformation Project (ASCENT-Rwanda)**”. In the above context, the 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	Qualifications and experience required
1.	Senior Contract Management Specialist (1)	<ul style="list-style-type: none"> • Master’s degree in business law/ Procurement/ project Management/ Business Administration/ Engineering, with a full professional qualification in Procurement, with minimum five (5) years of relevant experience in Contracts Management. Experience of projects funded by development partners is an added advantage. Or, • Bachelor’s degree in business law/ Procurement/ project Management/ Business Administration, Engineering, with a full professional qualification in Procurement with a minimum of eight (8) years of relevant experience in Contracts Management. Experience of projects funded by development partners is an added advantage.
2.	Finance Manager Reporting (1)	<ul style="list-style-type: none"> • Bachelor’s Degree (A0) in commerce, Accounting, Finance, Business Administration with specialization in accounting and finance. • Having professional qualifications such as ACCA or CPA is a must. • Minimum experience of five (5) years in finance, accounting, or auditing with at least three (3) years in development projects financed by multilateral or bilateral donors. An experience in Rwanda will be an added advantage. • Master’s degree in commerce, Finance, Accounting, Economics, Business Administration, or related field from a recognized University will be an added advantage.
3.	Finance Manager Transactions (1)	<ul style="list-style-type: none"> • Bachelor’s Degree (A0) in commerce, Accounting, Finance, Economics, Business Administration with specialization in accounting and finance. • Possession of a relevant master’s degree in commerce, Finance, Accounting, Economics, Business Administration, or related field from a recognized University will be an added advantage. • Having professional qualification such as ACCA or CPA is a must. • Minimum experience of five (5) years in finance, accounting, or auditing with at least three (3) years in development projects financed by multilateral or bilateral donors. Experience in Rwanda will be an added advantage.
4.	HR Operations Manager (1)	<ul style="list-style-type: none"> • Master’s degree in human resources management, Business Administration with specialization in HRM, Public Administration/Administrative Sciences or a full professional qualification in Human Resources Management with minimum of proven three (3) years’ Experience in HR operations. Or; • Bachelor’s degree in human resources management, Business Administration with specialization in HRM, Public Administration/Administrative Sciences or a full professional qualification in Human Resources Management with minimum of proven five (5) years’ experience in HR Operations.

5.	Chief Accountant (2)	<ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, Commerce, Business Administration, or any other related field with minimum experience of five (5) years in Accounting/Finance role especially in Donor funded projects/programs. Or, • Master's degree in accounting, Finance, Commerce, Business Administration with minimum experience of three (3) years in Finance role especially in projects and/or Donor funded program. • Knowledge of generally accepted accounting and internal control principles • Having strong knowledge in use of IFMIS, having CPA or ACCA qualification, are added advantage.
6.	Procurement Specialist (2)	<ul style="list-style-type: none"> • Master's degree in business administration/ procurement/ management/ commerce/ law or engineering with a full professional qualification in procurement with minimum of three (3) years of direct relevant experience in procurement. Experience of working in donor funded projects is preferable. Or; • Bachelor's degree in the above-mentioned field with minimum of five (5) years of direct relevant experience in procurement. Experience of working in donor funded projects is preferable. • Having certification of CIP, or any other related certification is an added value.
7.	Contract Management Specialist (2)	<ul style="list-style-type: none"> • Master's degree in business law, Procurement, project Management, Business Administration, Engineering, with a full professional qualification in Procurement, with minimum three (3) years of relevant experience in Contracts Management of projects funded by development partners. Or, • Bachelor's degree (A0) in Business law, Procurement, project Management, Business Administration, Engineering, with a full professional qualification in Procurement with minimum five (5) years of relevant experience in Contracts Management of projects funded by development partners.
8.	Health and Safety Specialist (1)	<ul style="list-style-type: none"> • Master's degree in 'A degree in the disciplines of occupational, environmental, or health and safety or related fields with a minimum of three (3) years working experience as Environmental, Health and Safety Specialist/Officer on Development Partners funded projects or other international organization that applies Environmental, health and safety guidelines. Having worked on electrical/power projects as a health and safety officer/specialist for at least one year would be an added advantage. Or, • Bachelor's degree 'A degree in the disciplines of occupational, environmental, or health and safety, with Minimum of five (5) years of experience as Environmental, Health and Safety Specialist/Officer on a Development partners funded projects or other international organization that applies specific Environmental, health and safety guidelines. Having worked on an electrical/power project as a health and safety officer/specialist for at least one year would be an added advantage.

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 edclhumanresources@edcl.reg.rw not later than **03/01/2025** latest **5:00 P.M.**

Note:

1. 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 otherwise the application will not be considered for preselection.
3. Candidates who apply for more than one (1) position **MUST** submit separate application letters with relevant attachments for each position they are applying for. Any one application containing multiple positions will not be considered for preselection.
4. **ONLY online** applications will be received on the above-mentioned email. No hard copy applications will be received.
5. 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.
6. **FOR MORE DETAILS ON JOB DESCRIPTIONS, PLEASE VISIT THE WEBSITE: www.reg.rw**