

### **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	Required number	Key roles and requirements
1	<b>Manager Energy Efficiency &amp; Loss Reduction</b>	1	<p><b><u>Job summary:</u></b> Energy Efficiency is responsible for carrying out both Supply and Demand Side Management consisting of efficient resource utilization and customer consumption of electricity or the demand for electricity through the implementation of: Energy efficiency technologies, management practices or other strategies in residential, commercial, institutional or government customers that reduce electricity consumption by those customers</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Develop and implement the Company's Energy Efficiency strategies and programs.</li> <li>2. Build modelling and performing calculations of energy savings and generate Technical reports and proposals that include cost, savings, utility incentives, potential tax benefits, as well as payback and ROI calculations.</li> <li>3. Contribute towards meeting company revenue and profitability goals, as well as specific utility company budget and savings goals.</li> <li>4. Manage proper planning and timely execution of project(s) aimed to reduce energy consumption and develop efficient and effective implementation of new energy conservation initiative(s);</li> </ol> <p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Electrical Engineering, Electronics and Telecommunications Engineering, Electromechanical Engineering with at least;</li> <li>• Three (3) years' experience in energy management designation in a similar role Additional skills</li> </ul>

			<ul style="list-style-type: none"> <li>• Experience in the Energy Management Engineering field analyzing, conducting energy management related studies and projects.</li> <li>• At least Bachelor's Degree in Electrical Engineering, Electronics and Telecommunications Engineering, Electromechanical Engineering with at least Four (4) years' experience in Energy management designation in a similar role</li> </ul> <p>Additional skills :</p> <ul style="list-style-type: none"> <li>• Experience in the Energy Management Engineering field analyzing, conducting energy management related studies and projects.</li> </ul>
2	IT Support Services Manager	1	<p><b><u>Job summary:</u></b></p> <p>Manage and coordinate timely delivery of quality technical support service to internal and external EUCL and REG clients by proactively and co-operatively ensuring that the responsiveness, effectiveness and quality of the IT Service Desk service and the provision of related technical assistance as required</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Participate in the planning, developing, and implementing the ICT budget, obtaining competitive prices from suppliers, to ensure cost effectiveness and participate in the procurement and maintenance of the company's Hardware</li> <li>2. Analyse and identify trends in issue reporting and devising preventative solutions for any noted process improvements and develop the new procedures</li> <li>3. Coordinate the completion of daily, weekly, and monthly statistics, status reports, and graphical reporting aids and continually modify them to meet the needs of the department</li> <li>4. Provide staff support for administrative tasks and projects relative to the Desktop, Wide Area Network, Local Area Network and Telephone functions</li> </ol>

			<p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in IT, Computer science and computer Engineering with a relevant professional qualification in IT; and</li> <li>• At least 3 years of experience in an IT related role OR</li> <li>• Bachelor's Degree (A0) in IT, Computer science and computer Engineering with a relevant professional qualification in IT; and; At least 4 years of experience in an IT related role</li> </ul>
3	Senior Engineer Protection	1	<p><b><u>Job summary:</u></b> To ensure Transmission and Distribution Grid stability, security and reliability.</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Work with Chief Engineer Protection to develop and implement Transmission and Distribution Protection Maintenance Plan;</li> <li>2. In collaboration with Chief Engineer Protection to develop and enhance a Protection philosophy that is appropriate for the Transmission and Distribution Grid;</li> <li>3. Work towards profitability of the Transmission Department;</li> </ol> <p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least Master's Degree in Electrical/ Power system/ Renewable energy/Information Technology/Mechanical-Electromechanical/electronics &amp; Telecommunications engineering with 3 years of experience in power system protection/transmission/substation operations and maintenance/power system planning or power system generation</li> <li>• At least Bachelor's Degree Electrical/ Power system/ Renewable energy/Information Technology/ Mechanical-Electromechanical/electronics &amp;</li> </ul>

			Telecommunications engineering with 4 years of experience in power system protection/transmission/substation operations and maintenance/power system planning or power system generation
4	Legal Specialist	2	<p><b><u>Job summary:</u></b></p> <p>This role will be responsible for implementing and directing the legal activities and overseeing the implementation of good governance principles across the entire organization and providing statutory and legal advice to both the holding company and Energy Utility Corporation Limited.</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Prepare and review legal instruments, including contract agreements and internal regulations to provide legal interpretations and advice of these instruments and regulations;</li> <li>2. Advise management and departments on appropriate legal procedures and corrective action regarding any legal related matter</li> <li>3. Participate in developing a legal and contractual framework suitable for energy sector through proper laws and standards contracts</li> </ol> <p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Law with at least 2 years of working relevant experience. A post graduate diploma in legal practice will be an added advantage.</li> <li>• A Bachelor's degree in Law with at least 3 years of working relevant experience. A post graduate diploma in legal practice will be an added advantage.</li> </ul>
5	Electricity and automation specialist	1	<p><b><u>Job summary:</u></b></p> <p>This role is responsible for all aspects related to the operation and maintenance of Electricity and Automation according to corporate and local strategies,</p>

			<p>standards, specifications and local codes and regulations.</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain optimum electrical and process control equipment facilities to meet the established objectives of the business</li> <li>2. Ensure reliability of electrical, process control and plants hardware and software operation</li> <li>3. Enhance and support training and personal knowledge of facility operations and maintenance.</li> <li>4. Participate and supervise work performed in power plants in Electrical, control and Automation</li> <li>5. Ensure ALL generation plant operations comply with Safety, Environment and Health statutory, legal and regulatory guidelines.</li> </ol> <p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in electrical engineering, automation engineering, controls engineering, electromechanical engineering, power systems engineering or electronics and telecommunication engineering with 2 years' experience in power system (generation, transmission, and distribution) or industrial operations. <b>Or</b></li> <li>• Bachelor's degree in electrical engineering, automation engineering, controls engineering, electromechanical engineering, power systems engineering or electronics and telecommunication engineering with 3 years' experience in power system (generation, transmission, and distribution) or industrial operations</li> <li>•</li> </ul>
6	Electrical Engineer	1	<p><b><u>Job summary:</u></b></p> <p>To carry out operations and maintenance of generation electrical plant;</p>

			<p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Contribute to the development and implementation of the departmental O&amp;M work plans at the power plant;</li> <li>2. Responsible for the safe and proper operation of a power plant, switchyard and associated control structures. Implement switching, isolation and earthing of electrical plant equipment;</li> <li>3. Using local automatic/manual modes of operation, starts, stops, synchronizes and regulates power and reactive loads on generators;</li> <li>4. Issues clearances and performs switching and clearing of generator, transmission lines and station service switchgear;</li> <li>5. Apply safety procedures for all O&amp;M work in high voltage plants, substations and switchyard to prevent danger;</li> <li>6. Contribute to the development and implementation of emergency procedures at a power plant;</li> </ol> <p><b><u>Educational Requirements &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (BSc) electrical engineering, Mechanical Engineering /Electromechanical Engineering / Electronics and Telecommunication/ Alternative energy/Renewable and other related fields.</li> <li>• with three (3) years of experience in Generation, Transmission and Distribution operations and maintenance.</li> </ul>
7	<b>Payables Accountant</b>	1	<p><b><u>Job summary:</u></b></p> <p>This role will be responsible for managing outgoing bills and invoices on behalf of the company to include, utility payments, product or inventory invoices, employee expense accounts and reimbursements.</p> <p><b><u>Key responsibilities:</u></b></p>

			<ol style="list-style-type: none"> <li>1. Perform the day-to-day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner</li> <li>2. Receive and verify invoices and requisitions for goods and services</li> <li>3. Prepare month-end accounts payable reconciliations (primarily cash, accrual, and prepaid accounts)</li> </ol> <p><b><u>Educational Requirements &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (A0) in commerce, Accounting, Finance, Business Administration.</li> <li>• Two (2) years' experience in a Finance related role would be an added advantage.</li> <li>• Level II or intermediate level of accounting professional Qualifications (CPA, ACCA) would be an added value.</li> </ul>
8	GIS Field Technician	1	<p><b><u>Job summary:</u></b></p> <p>Digitization, collecting data, creating simple maps and maintaining GIS data of Geographic Information Systems (GIS) related to Utility projects and operations</p> <p><b><u>Key responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Compiling geographic information in the form of satellite images, geographical surveys, and aerial photographs.</li> <li>2. Researching and verifying geographic data.</li> <li>3. Survey and digitize electrical data.</li> <li>4. Produce simple maps;</li> <li>5. Travel and conduct land surveys at geographic sites;</li> <li>6. Perform topographic surveys for electrical new infrastructures;</li> <li>7. Compiling reports using all available GIS and GPS data sources.</li> <li>8. Periodic report to GIS Senior Engineer</li> </ol>

			<b><u>Educational Requirements:</u></b> <ul style="list-style-type: none"> <li>Advanced diploma (A1) in topographic surveying, Geographical information systems Electrical Systems or Civil/Structural Designs with GIS trainings;</li> </ul>
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**Required Documents for application:**

1. An application letter;
2. A detailed updated Curriculum Vitae.
3. A notified photocopy of academic degree.
4. A photocopy of the Identity card.

**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](mailto:recruitment@eucl.reg.rw) with the position they are applying for in subject line not later than **29<sup>th</sup> November, 2024** 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](http://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, **On 21<sup>st</sup> November, 2024.**

**Claver GAKWAVU**

Ag. Managing Director