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**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	Key Roles/Responsibilities and qualifications required
1.	<b>Senior Contract Management Specialist (1)</b>	<p>The Senior Contract Management Specialist is responsible from every phase of contract development such us administration of contracts, advise on payments and manage security guarantees from researching the legal regulations to negotiating the terms, contract analysis, interpretation and negotiation of contracts issues, change order management, lead mitigation of claims, development and implementation of settlement strategies and agreements.</p> <p><b><u>Key Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Review overall contractual rights and obligation of the Employer/Client and Contractor/Consultants.</li> <li>• Review detailed work plan submitted by contractors/consultants for effective implementation of the contract (s) and coordination among contractors/consultant.</li> <li>• Facilitate a technical dialogue between Client, Contractor; and where applicable, Supervision Consultant, Dispute Board, Arbitrator et al with a view to achieve closure on divergent interpretation of contractual clauses.</li> <li>• Prepare format, detailing and frequency to monitor progress of work in respective contracts with input from contractors/consultants preferably through use of Project Management software and assist the client in contract implementation.</li> <li>• Prepare checklist for action for each contract for effective monitoring of contractual rights and obligations of contracting parties.</li> <li>• Identify contractual issues in advance and suggest remedial measures for action by the client to maintain progress of work;</li> <li>• Participate with management in regular progress review of contracts including any review at site and if required at the premises of the supplier/manufacturer;</li> <li>• Work closely with technical experts, project officers, safeguard specialist in seeking their input to plan and coordinate tasks like design review, review of technical documentation and drawings, quality assurance/ inspection of goods, progress of supply and manufacturing, physical progress at site including installation, compliance with ESHS requirements;</li> <li>• Assist the client in dealing with any contractual claims from contractors and consultants in a timely manner to protect the interest of client;</li> <li>• Coordinate with Finance Officer in maintenance of Bank Guarantees and insurance and other financial documents and its timely release as per the provisions of the contract;</li> <li>• Assist Finance Officer in opening of Letter of Credit as required by the contract;</li> <li>• Advise the client in certification of any advance payment which is contractually due.</li> <li>• Advise the management in dealing with Price Adjustment claims as contractually due and other similar contractual issues like levy of</li> </ul>

		<p>Liquidated/Delay Damages;</p> <ul style="list-style-type: none"> <li>• Deal with contract variations/amendments in coordination with technical specialists.</li> <li>• Ensure effective working of Dispute Board (DB) and coordinate with DB;</li> <li>• Assist client in submitting claims to DB and Arbitration panel and assist client during DB and arbitration proceedings.</li> <li>• Support in mitigation of disputes and dispute resolution/arbitration etc.</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in business law/ Procurement/ project Management/ Business Administration, Engineering, with a full professional qualification in Procurement with minimum eight (8) years of relevant experience in Contracts Management. Experience of projects funded by development partners is an added advantage.</li> </ul> <p><b><u>Additional skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Rwandan Laws</li> <li>• Analytical skills</li> <li>• Communication and presentation skills</li> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure.</li> <li>• Good interpersonal skills.</li> <li>• Negotiation and monitoring of contracts</li> <li>• Preparation and negotiation of large-value construction claims</li> <li>• Major experience in Contract and/or Project Management, including claim management activities.</li> <li>• Solid experience in risk management</li> <li>• Proven skills in negotiation of complex issues</li> <li>• An excellent level of written and spoken English is essential.</li> </ul>
2.	<b>Finance Manager Reporting (1)</b>	<p>The Financial Manager Reporting is responsible for managing the preparation of financial reports and supporting the internal and external audit requests.</p> <p><b><u>Key Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Ensure full compliance with all GoR and Development Partners' financial management policies and procedures.</li> <li>• Ensure submission of timely and accurate Quarterly and semi-annual Interim Un-audited Financial Reports (IFRs) to Development Partners and MINECOFIN, in compliance with the GoR and funding agreements.</li> <li>• Ensure all reconciliations are performed on a timely basis.</li> <li>• Ensure accuracy of the transactions entered into IBMIS and post the transactions into General Ledger Accounts.</li> <li>• Establish and maintain effective financial controls including monitoring of expenditures of the program budget lines and performing analysis of budget variances.</li> <li>• Manage the preparation of annual work plan and budget, with activities analysed per cost component/categories/financiers/loan/ credit/ Grant/Trust fund numbers.</li> <li>• Ensure the Annual budget and workplan is submitted timely for approval by all stakeholders.</li> <li>• Prepare and monitor monthly budget execution reports per program and project cost component/category/financier/Loan/credit/Grant/Credi.</li> <li>• Maintain appropriate functional knowledge to guide and support with the operations for staff under his/her supervision.</li> <li>• Provide information and explanations required for both internal and</li> </ul>

		<p>External audit purposes.</p> <ul style="list-style-type: none"> <li>• Ensure timely implementation of audit recommendations.</li> <li>• Undertake other official duties assigned by the RUEAP Senior Financial Specialist.</li> <li>• Prepare project completion reports and closure and related documentation.</li> <li>• Preparation of complete non-current assets register that includes all assets of the project with appropriate valuation and maintenance schedule where necessary.</li> <li>• Establish sound system of internal controls to ensure adequacy of policies, systems, and processes to safeguard project assets and enhance operational efficiency.</li> <li>• Follow up on assets transfer framework for movement of assets developed and ensure this is reflected in the books of account.</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree (A0) in commerce, Accounting, Finance, Business Administration with specialization in accounting and finance.</li> <li>• Having professional qualifications such as ACCA or CPA is a must.</li> <li>• 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.</li> <li>• Master's degree in commerce, Finance, Accounting, Economics, Business Administration, or related field from a recognized University will be an added advantage.</li> <li>• The candidate shall be computer literate and shall have skills in the use of accounting and financial software</li> </ul> <p><b><u>Key deliverables include the following:</u></b></p> <ul style="list-style-type: none"> <li>• Timely submission of accurate financial reports in line with the funding agreements and GoR guidelines</li> <li>• Ensure designated accounts are administered in accordance with the World-bank guidelines.</li> <li>• Ensure timely implementation of audit findings.</li> <li>• Demonstrated support and mentorship of subordinates.</li> </ul> <p><b><u>Additional skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of generally accepted accounting and internal control principles</li> <li>• Leadership skills</li> <li>• Managing performance</li> <li>• Technological awareness</li> <li>• Communication and Teamwork</li> <li>• Time management skills</li> <li>• Judgement and Decision-making skills</li> <li>• Complex problem solving</li> </ul>
3.	<b>Finance Manager Transactions (1)</b>	<p>The Finance Manager Transactions is responsible for effectively managing all financial tasks, payments, overseeing budgeting, cash flow projections.</p> <p><b><u>Key Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adequate Internal controls are maintained for processing and authorising payments, and advising all stakeholders where necessary, in compliance with GoR and legal agreements.</li> <li>• Ensure submission of accurate and timely withdrawal applications in compliance with World Bank legal agreements</li> <li>• Ensure timely processing of fully supported payments in full compliance with GoR laws and regulations, and Funders guidelines.</li> <li>• Participate in the budget process in line with the GoR and World bank guidelines, and monitor budget execution in collaboration with program staff.</li> </ul>

- Ensure the Annual workplan and budget for the Project indicates budget amounts per Categories/Components/Financiers and loan/Credit/Grant/Trust Fund Number, consistent with the legal agreements. Ensure the Annual Budget and Workplan is submitted on time for approval by all stakeholders.
- Ensure budgetary allocations for the project are available to meet projected cashflow requirements.
- Collaborate with all stakeholders to review cashflow projections and advise the World bank and GoR on the need for budget reallocations or restructuring ahead of time to ensure proper project management.
- Overseeing the timely & effective preparation, processing, and payment of salaries in the required systems of IFMIS & IBMS
- Overseeing the preparation and payments of statutory deductions and declarations to RRA and RSSB in full compliance with all Tax laws and Regulations.
- Review the supporting documents for payments to suppliers and consultants' invoices and staff mission allowance and ensure that are paid on time.
- Ensure timely and accurate posting of payments into the accounting system.
- Ensure accuracy of all General Ledger accounts; sign-off and report on all bank reconciliations.
- Maintain appropriate functional knowledge to guide and support with the operations of staff under his/her supervision.
- Responsible for compliance with Government of Rwanda and World-bank requirements for Internal/External project audits. Follow-up with all stakeholders to ensure audit recommendations are implemented on time. Undertake other official duties assigned by the Senior Financial Specialist.
- Ensure the Designated Accounts established for the Project are administered in line with the GoR and World Bank legal agreements.
- Prepare project closure/completion reports and related documentation.
- Ensure all supporting documents and financial records are retained in line with applicable laws and regulations, and in compliance with the World bank records retention policy.

**Educational qualifications and experience required:**

- 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.
- The candidate shall be computer literate and shall have skills in the use of accounting and financial software

**Additional Skills required:**

- Knowledge of generally accepted accounting and internal control principles
- Leadership
- Managing performance
- Technological awareness
- Communication and Teamwork
- Time management
- Judgement and Decision-making skills
- Complex problem-solving skills

**Key deliverables include the following:**

- Timely submission of accurate Withdrawal applications in line with the funding Agreements

		<ul style="list-style-type: none"> <li>• Timely and accurate payment of invoices in line with GoR policies and procedures and World bank guidelines</li> <li>• Timely payment of Government taxes</li> <li>• Accurate and timely posting of payments into the accounting system</li> <li>• Demonstrated support and mentorship of the staff under his/her supervision.</li> </ul>
4.	<b>HR Operations Manager (1)</b>	<p>The HR Operations Manager is responsible for development and implementation of Human Resource recruitment, training, performance management and compensation strategies in line with the overall strategic objectives of the Program.</p> <p><b><u>Key Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Develop and implement HR strategies and initiatives that are aligned with the overall strategy of the project.</li> <li>• Manage the recruitment and selection process, ensuring that it is efficient, transparent, and yields timely hiring of qualified project staff.</li> <li>• Collaborate with project management to forecast HR needs, including future hiring and organizational development.</li> <li>• Manage staff training and development programs to ensure that project staff have the necessary skills and knowledge to perform effectively.</li> <li>• Oversee HR processes and systems, including payroll administration, benefits management, and performance evaluation systems.</li> <li>• Advise on proper performance management system and practices that increase staff performance.</li> <li>• Manage the monthly payroll and ensure salaries are paid on the stipulated time and mandatory deductions are declared, and payment made in the respective Institutions.</li> <li>• Ensure compliance with Rwandan labour laws and adherence to the World Bank's operational policies and procedures.</li> <li>• Provide support and guidance to project staff on HR-related issues, acting as a point of contact for HR matters.</li> <li>• Foster a work environment that is safe, inclusive, and respectful, and addresses any workplace issues or conflicts that may arise.</li> <li>• Lead on addressing all employee relations issues efficiently and in line with best practice and employment legislation.</li> <li>• Prepare and manage the HR budget, ensuring that HR costs are within the allocated budget for the project.</li> <li>• Regularly report on HR metrics, such as staff turnover, hiring progress, and training completion rates, to project management and World Bank officials.</li> <li>• Manage the leave schedules and advise employees on their leave status.</li> <li>• Oversee the implementation of Health and Safety policies and strategies at workplace.</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> </ul> <p><b><u>Additional Skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Labour Law and associated orders</li> <li>• Analytical and investigative skills</li> <li>• Communication and presentation skills</li> </ul>

		<ul style="list-style-type: none"> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure.</li> <li>• Good interpersonal skills</li> <li>• Decision making skills.</li> <li>• Problem solving and analysis.</li> <li>• Leadership skills</li> </ul>
5.	<b>Chief Accountant (2)</b>	<p>The Chief Accountant take charge of the budget and expenditure operations and reporting thereof ensuring that the expenditures are processed and reported on to fulfil the program/project objectives whilst complying with set guidelines.</p> <p><b><u>Key roles and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Review supporting documents to invoices, for completeness, validity, and accuracy before preparing payments to suppliers and service providers.</li> <li>• Prepare monthly and quarterly reports on budget performance highlighting any adverse variances and proposals for recovery for the review of the Finance Manager.</li> <li>• Preparation and posting project entries into the system (IFMIS, IBMIS and Tompro)</li> <li>• Prepare withdraw and replenishment requirements in consultation with the Finance Manager</li> <li>• Prepare monthly bank reconciliation statements and bring any material variances to the attention of the Finance Manager.</li> <li>• Ensure that the accounting system is posted accurately with all the transactions being made in the projects.</li> <li>• Prepare all computations and payments regarding statutory compliance like PAYE, WHT, VAT, RSSB etc and ensure that are done accurately and promptly to avoid penalties and related fines.</li> <li>• Prepare periodic liquidity forecasts to ensure that the programme has adequate cash resources to meet all the projects obligations smoothly.</li> <li>• Prepare monthly and quarterly budget and expenditure reports to the Finance Manager approval.</li> <li>• Contribute to the preparation of the Annual Work Plan and Budget for the programme providing all the subsidiary reports, and supporting information as may be required.</li> <li>• Prepare project monthly (Accrual &amp; Modified cash basis bank reconciliations) and annual financial statements to meet Donor, REG &amp; Minecofin deadlines.</li> <li>• Review submitted invoices in finance for ongoing projects before being paid.</li> <li>• Develop monthly and annual financial project reports for the attention of the management.</li> <li>• File all financial documents and prepare necessary conditions to work with audits both internal and external as required.</li> <li>• Support or participate in the preparation of monthly, quarterly, and annual consolidated financial statements of the company in accordance with IFRSs/accruals basis.</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>Or,</li> <li>• 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.</li> <li>• Knowledge of generally accepted accounting and internal control principles</li> </ul>

		<ul style="list-style-type: none"> <li>• Having strong knowledge in use of IFMIS, having CPA or ACCA qualification, are added advantage.</li> <li>• The candidate shall be computer literate and shall have skills in the use of accounting and financial software.</li> </ul> <p><b><u>Additional Skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Financial management skills</li> <li>• Highly numerate with strong analytical skills</li> <li>• Good communication skills</li> <li>• Ability to work under pressure.</li> <li>• Good interpersonal skills</li> <li>• Ability to work in a team environment.</li> </ul>
6.	<b>Procurement Specialist (2)</b>	<p>The Procurement Specialist is responsible for managing and overseeing the procurement function to ensure value for money on all procured items, that there is quality service delivery and support to other functions within the organization so that they can achieve their goals effectively and efficiently and that all procurement processes and procedures are in line with the organization's policy and best practice.</p> <p><b><u>Key roles and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To prepare the procurement plan and the draft revision of public procurement plan;</li> <li>• To prepare tender documents; Tender notices request for expression of interests, request for proposals in accordance with World Bank procurement regulations.</li> <li>• To advertise and distribute tender notice.</li> <li>• Prepare responses to the clarifications requested in collaboration with end users departments.</li> <li>• Ensure that input to procurement (Terms of reference) are timely obtained from technical or user departments/units.</li> <li>• Draw up Request for proposals and the consultants shortlist on the basis of elements and the specifications of services financed by the program and prepare no-objection requests when required;</li> <li>• Ensure that the quality of bid documents and request for proposals is guaranteed by verifying that all the required conditions to be fulfilled are included</li> <li>• Receive Expression of interests, Proposals, bids, and safe keeping.</li> <li>• Prepare the bid/proposal evaluations reports.</li> <li>• Coordinate and follow up with the competent authorities for approval of recommendations for the award of tender.</li> <li>• To prepare notification of award for successful bidder/consultant.</li> <li>• To prepare the draft contract and its amendments.</li> <li>• Facilitate and coordinate contract negotiation.</li> <li>• Prepare minutes of contract negotiation</li> <li>• Prepare request for legal opinion from the competent Authorities where applicable.</li> <li>• Receive proposals, lead and participate in the opening of technical and financial proposals;</li> <li>• Ensure that the performance guarantee is received before signing the contract and Monitor contract progress.</li> <li>• Establish a database of the performance goods, suppliers, Works executed, consultants and update database regularly;</li> <li>• Prepare and submit reports to tender committee for approval and communicate and provide analysis of the reports for submission to the Tender Committee</li> <li>• To carry out any other duty assigned to him or her by the regulations governing public procurement.</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in business administration/ procurement/ management/ commerce/ law or engineering with a full professional qualification in</li> </ul>

		<p>procurement with minimum of three (3) years of direct relevant experience in procurement. Experience of working in donor funded projects is preferable.</p> <p>Or;</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Having certification of CIP, or any other related certification is an added value.</li> <li>• Any other certification in procurement courses is an added value;</li> <li>• Strong understanding of the World Bank's procurement guidelines and procedures.</li> <li>• Proficiency in the use of procurement software and tools.</li> <li>• Should ideally be fluent in English with good command to read and write</li> </ul> <p><b><u>Additional Skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Communication and presentation skills</li> <li>• Negotiation skills</li> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure</li> <li>• Good interpersonal skills.</li> </ul>
7.	<b>Contract Management Specialist (2)</b>	<p>The Contract Management Specialist is responsible from every phase of contract development and implementation such as supervising achievement of milestones on time, enforcing contractual requirements, coordinating resolution of any contractual disputes, processing contract extensions as needed, advise on payments, and manage security guarantees from researching the legal regulations to negotiating the terms of contract.</p> <p><b><u>Key roles and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Advise and review the draft of contracts to be included in the tender documents.</li> <li>• Participate in contract negotiation and kick off meeting.</li> <li>• Monitoring contract implementation and performance of suppliers/contractors/consultants in delivering the contracted goods, services, and works (including taking action for non-performance);</li> <li>• Negotiation and execution of contracts in the international power industry</li> <li>• Preparation and negotiation of large-value construction claims</li> <li>• Ensure that electronic Contract Management File is opened so all actions, timeliness, and any other events regarding the implementation of the contract are performed, known in real time and the appropriate action or decision are taken.</li> <li>• Liaise with the business units, suppliers, and the tender committee to ensure that user requirements are approved by the committee.</li> <li>• Implement/Execute the decisions of the Tender Committee on changes contracts clauses.</li> <li>• Communicate deliberations of Tender Committee to users and external parties when the clauses of contracts are amended.</li> <li>• Monitor the market and vendor bases for emerging services and trends for potential opportunities and advise management accordingly.</li> <li>• Ensuring compliance with applicable WB regulations and policies</li> <li>• Participating in WB trainings on contract management and staying up to date with any changes in applicable WB regulations and policies</li> <li>• Prepare weekly, monthly, Quarterly, and annual reports on procurement plan execution.</li> <li>• Prepare annual reports on service provider performance and advice the management.</li> <li>• Monitor delivery and quality of services by providers and effect penalty</li> </ul>



		<p>charges to service providers where applicable.</p> <ul style="list-style-type: none"> <li>• Monitor contract implementation progress, provide regular and progress status and advice on possible delays, contract termination or extension;</li> <li>• Setting up a framework contract monitoring system and ensuring contracts' renewals are done whenever necessary or advice for new tendering process before contract expiry.</li> <li>• Verify the admissibility, validity and safeguard of performance and advance guarantees and Check the compliance of invoices submitted by contractors, supplier and consultants and advise project the finance department before payments.</li> <li>• Ensure that all performance guarantees are well filed and valid during contracts implementation and request extension on time.</li> <li>• Prepare the completion certificates for suppliers, contractors, and Consultants when the contract is completed.</li> <li>• In collaboration with the Stores and Logistics Manager and other concerned parties, ensure timely reception of the goods and the works of the various contracts financed by the project;</li> </ul> <p><b><u>Educational qualifications and experience required:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Or,</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b><u>Additional Skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Analytical and investigative skills</li> <li>• Communication and presentation skills</li> <li>• Negotiation skills</li> <li>• High standards of professionalism and integrity</li> <li>• Result and team oriented</li> <li>• Ability to work under pressure.</li> <li>• Good interpersonal skills. Analytical skills</li> <li>• Team working skills.</li> <li>• Decision making skills.</li> <li>• Problem solving and analysis</li> </ul>
8.	<b>Health and Safety Specialist (1)</b>	<p>The Health and Safety Specialist is responsible for overseeing implementation of Occupational, health and safety measures on sites by ensuring that contractors have health and safety Staff equipment for their staff. HSS has also to Conduct hazard risk assessment associated with the construction of electrical projects, investigate accidents and incidents across construction sites and developing Safety Procedures describe the safest and most efficient way to perform tasks or use the equipment.</p> <p><b><u>Key roles and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Incorporate the relevant aspects of the ESCP, including, inter alia, the relevant E&amp;S instruments, the Labor Management Procedures, and code of conduct, into the ESHS specifications of the procurement documents and contracts with contractors and supervising firms. Thereafter ensure that the contractors and supervising firms comply and cause subcontractors to comply with the ESHS specifications of their respective contracts.</li> <li>• Develop and implement site specific occupational, health and safety (OHS) measures specified in the ESMF and site specific ESMPs. Cause contractors to prepare OHS plans, as part of Contractor ESMPs</li> </ul>

(C-ESMPs), before their mobilization for approval by PIU

- Cause contractors to provide details on contractor's oversight of environmental, social, health and safety (ESHS) performance.
- Cause implementing partners to apply the relevant aspects of the ESCP and the relevant management tools, including OHS, site rehabilitation and LMP, among others;
- Ensure that GBV Code of Conduct are included in service providers tender documents in accordance with national laws and the World Bank ESF Requirements.
- Ensure implementing partners (contractors) have health and safety Staff.
- Cause contractors to develop their own traffic management plan, labour influx management plan, emergency management plan, hazardous material management plan, diseases prevention plan and diligent implementation will be supervised and monitored by the supervising firms, EDCL and BRD.
- Conduct hazard risk assessment associated with the construction of electrical projects: hazard identification, risk analysis, risk evaluation and develop appropriate measures and monitoring indicators.
- Developing Safety Procedures: Specific instructions to describe the safest and most efficient way to perform tasks or use the equipment. These procedures should cover all aspects of work on the construction site, from operating heavy machinery to the correct use of personal protective equipment (PPE), to procedures for reporting accidents or near misses.
- Review contractors' health and safety management plans and ensure their compliance with national and international guidelines especially the sector specific WB EHS Guidelines applied to the construction of electrical/power lines.
- Develop and implement a training manual including but not limited to: Safety Induction Training, Job-Specific Safety Training, Equipment Training, Hazardous Material Handling, Emergency Procedures, Regular Refresher Courses and Record Keeping.
- Ensuring the availability, good condition, and correct use of safety equipment and timely replacement when necessary.
- Investigate accidents and incidents across construction sites, develop corrective action plans and monitor their implementation by relevant stakeholders, keep records and communicate findings through the designated reporting channel.
- Monitor and evaluate all activities of the contractors for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback.
- Supervise and ensure that good Health Safety and Environment (HSE) is maintained in line with EDCL/REG's organizational policy, national policy, and Good international industry practices (GIIP).
- Ensure capacity building of staff in especially on matters of Health Safety and Environment (HSE) Budgeting and Reporting.
- Overall develop strategies to promote a safety culture within the project and the company at large.

**Educational qualifications and experience required:**

- 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 a Development Partners funded projects or other international organization that applies Environmental, health and safety guidelines. Having worked on electrical/power project 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

		<p>worked on an electrical/power project as a health and safety officer/specialist for at least one year would be an added advantage.</p> <p><b><u>Additional Skills required:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrated familiarity with Environmental, Health and Safety Management Plans (EHSMPs) preparation and implementation processes.</li> <li>• Capacity to lead stakeholder engagement, communication, information and education campaigns with staff and workers in different capacities.</li> <li>• Knowledge and experience in Rwandan laws and regulations related to health and safety.</li> <li>• Ability to interact with communities and contractors.</li> <li>• Effectiveness in analysing and resolving project implementation health and safety issues.</li> <li>• Demonstrated ability to work in teams and have leadership skills.</li> <li>• Be an organized person to keep track of many different project activities and</li> <li>• Ability to prepare reports in English and to read and communicate in Kinyarwanda and English. Fluency in French would be an added advantage.</li> <li>• Familiarity with computer literacy, including Word, Excel, PowerPoint among others.</li> </ul>
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**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](mailto:edclhumanresources@edcl.reg.rw) not later than 03.11.01...../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.

Done at Kigali on .....20...../12...../2024

**Felix GAKUBA**  
Managing Director

