

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 REQUIR- ED	KEY ROLES & REQUIREMENTS
1	Manager Procurement Operations	01	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Plan, coordinate, and manage the operational, financial, administrative, and technical responsibilities of the EUCL's purchasing function • Develop a clear understanding of supplier agreements in place and ensure the agreements are adhered to at all times • Conduct reviews and develop a knowledge of all company procurement systems, processes and critical data elements and standards • Liaise with technical program managers to manage all types of procurement including professional and non-professional services, construction, supply (including transit vehicles and systems) contracts, as required to implement EUCL programs • Provide assurance of appropriate quality in procurement practice for EUCL • Take a proactive approach to planning and procurement and supplier management by completing risk assessments and highlighting concerns to the relevant colleagues • Implement management reports and support organizational KPI's which address the objectives of the Business Unit • Provide leadership to the unit staff and supervise and manage their performance and development in line with the Organization's goals, objectives, policies and regulations. <p>Required Education Background & Experience:</p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in, Business Administration, Procurement or Other Bachelor's degree with full professional qualification in procurement and; • At least 5 years' experience in a procurement role
2	Postpayment Cycle Officer	01	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist as needed with receiving, handling, and interacting with customers concerning all matters such as processing service connections and disconnects delinquent accounts, service and trouble orders, high bill complaints and disputed bills • Review, update, and maintain operating procedures for the

			<p>Utility payment process</p> <ul style="list-style-type: none"> • Oversee the timely entry of changes to the billing system prior to the calculation of the bills • Verify and process monthly customer service billings and transmit the files for printing and mailing • Verify payments reconcile to the utility billing aging, general ledger and the bank records in accounting • Complete monthly billing reports and statements and maintain monthly report files <p><u>Required Education Background & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Business Administration, Economics and Marketing • At least 2 years of experience in a similar role
3	Metering Engineer	01	<p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> • Conducts field installation of current and/or potential transformer meter • Participate in setting performance targets, work planning, implementation, evaluating performance and developing metering technician capacity. • Ensures the usage of updated and Valid Metering system technical specifications • Ensure Industrial meters are set with tariff in place. • Use of accurate Calibration Equipment to implement regulation measurement standards, having an accuracy better than or at least equivalent to the reference accuracy of the instruments to be calibrated. • Contribute to the preparation of standards improvement aiming to reduce commercial losses. • Evaluate calibration equipment, measurement equipment, meters deficiencies and losses • Perform regular installed metering systems inspection aiming to reduce losses. • Participate in anti-fraud organized by Unit, Department or Company in loss reduction campaign. • Develop and implement an administrative and asset management system/register for the Metering equipment and apparatus.. <p><u>Required Education Background & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Electrical Engineering, Electromechanical engineering, Renewable energy, electrical Power system engineering, Electronics and Telecommunications engineering, with at least 2 years of relevant experience in electricity network operations &

			Maintenance, electricity network planning & development, power system management in energy sector or any recognized organization.
4	Warehouse & Logistics Officer	01	<p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for warehouse management, standard systems are properly maintained at warehouses in line with Organisation's policies. • Assess the availability of space and prepare stacking/storage plans prior to programming/contingency commodities arrivals. • Supervise the receipt of all arriving consignments. • Monitor the quantity and quality of fuel (ies) stored. • Carry out regular physical random warehouse checks of Fuel and inventory. • Prepare all procedures and necessary steps for commodity disposal. • Produce regular stocks reports and daily stocks positions. • Prepare loading plans and ensure that standard waybills are duly complete. <p><u>Required Education Background & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Business Administration, Management, Procurement and Economics • At least 3 years of experience in an Administration, Logistics and Procurement
5	Branch Electrician	19	<p><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> • Participation in installation Assembling, testing, and maintenance of electrical equipment, like meters, transformers including wiring them • Diagnose malfunctioning systems equipment using test equipment to locate the cause of a breakdown and correct the problem. • Participate in wiring of equipment like circuit breakers, transformers, or other Participate in repair of electrical equipment • Participate in performing root cause analysis on all electrical equipment faults • Perform preventative maintenance and calibration of equipment and systems <p><u>Required Education Background & Experience:</u></p> <ul style="list-style-type: none"> • A1 in Electrical Engineering, Mechanical Engineering, electronics engineering, Renewable Energy or professional qualification in Engineering <p>OR</p> <ul style="list-style-type: none"> • A2 in Electrical Engineering, Mechanical Engineering,

			electronics engineering, Renewable Energy or a professional qualification in Engineering with at least 3 years of experience in an Energy Network Operations role.
6	Branch Billing Agent	07	<p>Key responsibilities:</p> <ul style="list-style-type: none"> Participate in field installation of post-paid meters with current and/or voltage transformer meters. Participate in bench testing and calibration of post-paid meters. Participate in programming the post-paid meters. Calculate the demand multiplier for transformer meters. (CT & VT) Perform field testing of meters and burden testing of current transformers. Report defective meters and participate in meter change outs. <p>Required Education Background & Experience:</p> <ul style="list-style-type: none"> Bachelor's degree (A0) in business Economics, Business Administration/Management, Accounting, Finance, Procurement and Supply Chain Management. Or At least Advanced Diploma (A1) in business Economics, Business Administration/Management, Accounting, Finance, Procurement and Supply Chain Management.
7	Branch Storekeeper	04	<p>Key responsibilities:</p> <ul style="list-style-type: none"> Receive, verify and record all incoming materials and reconcile with their delivery note. Provide Branch Staff with tools and materials required for their work Ensure returned materials & tools are cleaned, reusable and put back in their designated places. Reconcile daily physical stock in the store with the records and report findings to the manager Catalogue all obsolete items to be sold at auction. Assess availability of space and inform the manager on the status of the stock. Ensure that the store is orderly and kept clean. <p>Required Education background & Experience:</p> <ul style="list-style-type: none"> Bachelor's degree (A0) in business Economics, Business Administration/Management, Accounting, Finance, Procurement and Supply Chain Management. Or At least Advanced Diploma (A1) in business Economics, Business Administration/Management, Accounting, Finance, Procurement and Supply Chain Management.

Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degree;
4. A photocopy of the Identity card;
5. Full addresses of three referees, including preferably one of previous supervisors.
6. Proof of Experience (Work Certificate (s))

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 this e-mail address: recruitment@eucl.reg.rw not later than **30 MAY 2025** at **05:00 P.M.** Hard copies are not accepted. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for this position, please visit our website on 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, **22 MAY 2025**

EUCL MANAGEMENT

