

Job Advertisement

Our ref: RPCL/CM/MD/145/2025

Date: 13th May 2025

Position Title: Finance and Administration Manager

Location: RPCL Headquarters – Rusumo

Reports To: Managing Director

Contract Type: Fixed-term – Three years, renewable once

Deadline for Applications: 16th June 2025

About RPCL:

Rusumo Power Company Limited (RPCL) is a regional power utility company jointly owned by the governments of **Burundi, Rwanda, and Tanzania**, responsible for operating and maintaining the **80MW Regional Rusumo Falls Hydroelectric Plant (RRFHP)**. RPCL is committed to delivering clean, reliable energy and promoting regional cooperation.

Job Summary:

The Finance and Administration Manager (FAM) is a key member of RPCL's management team. Reporting directly to the Managing Director, the FAM will lead the finance, procurement, administration, human resources, environmental and social compliance, and community relations functions of the Company.

Key Responsibilities:

- Oversee all financial operations including budget planning, expenditure control, tariff approvals, and loan repayments.
- Manage procurement and ensure compliance with policies and donor requirements.
- Supervise HR and administrative functions, including Townsite operations.
- Lead community engagement, environmental/social compliance, and workplace health and safety.
- Provide strategic financial advice and reporting to the MD and Board.
- Participate in Board and Steering Committee meetings as required.
- Prepare weekly/monthly project reports for internal and external stakeholders.
- Contribute to organizational strategic planning and policy development.

Qualifications and Experience:

- University Degree in **Finance, Accounting, or Business Administration**; a **Master's Degree in Business Administration (MBA)** is an added advantage.
- At least **12 years of relevant experience** in finance and administration management, ideally in a utility or public/private institution.
- Proven leadership and management skills with excellent interpersonal and team coordination abilities.
- Strong communication, analytical, and strategic planning skills.



- Experience in budgeting, procurement, and donor fund management will be considered an asset.

Terms of Employment:

- **Contract Duration:** Three years, renewable once based on performance.
- **Duty Station:** RPCL Headquarters, Rusumo. Travel may be required.
- **Reporting Line:** Managing Director

Eligibility:

Only citizens of Burundi, Rwanda, and Tanzania are eligible to apply for this position.

How to Apply:

Interested candidates should submit the following documents:

- A **cover letter** outlining interest and suitability
- A **detailed CV**
- Copies of academic and professional certificates
- Contact details of **three professional referees**

Please send your application by email to: cmahirwe@rusumorpcl.com; info@rusumorpcl.com; dkisoka@rusumorpcl.com

Subject line: Application – Finance and Administration Manager – RPCL

Only shortlisted candidates will be contacted.

Sincerely yours,



Eng. Ntare KARITANYI

Managing Director, Rusumo Power Company Limited (RPCL)