

### **TORs for Critical 37 Staff Positions to Recruit in WASAC Group**

S/N	Position Name	N° Required	Unit
<b>WASAC Group</b>			
1	Security Specialist	1	CEO's Office
2	Manager, Software Services	1	IT & Digital Department
3	Manager, Infrastructure Systems	1	
4	Senior Internal Systems Auditor	1	Internal Audit Department
5	Internal Auditor (with Engineering background)	1	
6	Social Media Management Officer	1	Communications Department
7	Customer Insights Analyst	1	
8	Knowledge Management Specialist	1	
	<b>Total WASAC Group</b>	<b>8</b>	
<b>WASAC Development</b>			
1	Senior Inspection Officer	1	MD's Office
2	Inspection Officer	1	
3	Legal Affairs Analyst	2	Legal & Compliance
4	HR Records & Data Analytics Specialist	1	HR and Administration
5	SPIU Coordinator (Head)	1	SPIU
6	Environmental Specialist	2	
7	Social Safeguard Specialist	2	
8	Procurement Specialist	2	
9	Quality Assurance and Standards Specialist	1	Water Infrastructure Department
	<b>Total WASAC Development</b>	<b>13</b>	
<b>WASAC Utility</b>			
1	Inspection Officer	2	MD's Office
2	Legal Affairs Specialist	1	Legal & Compliance
3	Chemical Engineer	1	Sanitation Services Department
4	Senior Chemist	1	
5	Senior Wastewater and Fecal Sludge Treatment Plant Engineer	1	
6	Wastewater and Fecal Sludge Treatment Plant Engineers	1	
7	Bacteriological Lab -Microbiologist	1	
8	Computer Aided Design (CAD) Engineer	1	Water Services Department
9	Principal Chemist	1	
10	Bacteriological Lab -Microbiologist	1	
11	Contract Management Specialist	1	Supply Chain Management Department
12	Metering Engineer	1	
13	Metering and Workshop Technician	1	
14	HR Records & Data Analytics Specialist	1	HR and Administration
15	Payroll Specialist	1	
	<b>Total WASAC Utility</b>	<b>16</b>	
	<b>Total to Recruit</b>	<b>37</b>	

## **A.For WASAC Group**

### **1. Security Specialist**

#### **JOB INFORMATION**

<b>Department/Division</b>	:	Security
<b>Section/Unit</b>	:	Security
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Group CEO
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

#### **PURPOSE OF THE JOB**

This position is responsible for ensuring the safety and security of the organization's assets, employees, and operations. The role holder will be expected to develop and implement security policies, conduct risk assessments, and manage security operations to prevent and respond to security incidents.

#### **MAIN RESPONSIBILITIES**

1. Develop and implement comprehensive security policies and procedures.
2. Conduct regular risk assessments and security audits to identify vulnerabilities.
3. Manage and oversee the security team, including recruitment, training, and performance evaluations.
4. Coordinate with internal and external stakeholders to ensure effective security measures are in place.
5. Monitor security systems, including surveillance cameras, alarms, and access control systems.
6. Respond to security incidents and emergencies, conducting investigations and reporting findings.
7. Ensure compliance with relevant laws, regulations, and industry standards.
8. Develop and deliver security training programs for employees.
9. Prepare and present security reports to the executive management.
10. Stay updated on the latest security threats, trends, and technologies.
11. Collaborate with law enforcement and other agencies as necessary.
12. Maintain accurate records of security incidents and actions taken.
13. Perform other roles as may be assigned by the Group CEO.

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's degree in security management, Criminal Justice, Law, Law Enforcement, or a related field with at least 3 years of relevant experience in a security role  
**OR**
2. Bachelor's degree in Security Management, Criminal Justice, Law, Law Enforcement, or a related field with at least 5 years of relevant experience in a security role..

## 2. Manager, Software Services

### JOB INFORMATION

<b>Department/Division</b>	: IT and Digital Department
<b>Section/Unit</b>	: N/A
<b>Location</b>	: Headquarters
<b>Reports to</b>	: Chief IT and Digital Officer
<b>Responsible for</b>	: Specialist, Software Development
	: Senior Database Administrator
	: Knowledge Management Specialist
	: Junior Software Development
	: Business Analyst
	: Integration Developer
	: Full Stack Developer
<b>Job Grade</b>	:

### PURPOSE OF THE JOB

The Manager Software Services is responsible for the successful delivery of software and IT services that meet WASAC Group's needs, guiding team development efforts towards successful software development, managing technical software development operation, facilitating the smooth operation of the software development lifecycle and different critical back-office applications. The job holder evaluates new software service, platforms and technologies; recommends new software tools, and provides software related support in the event that a software incident cannot be resolved at WASAC Utility and WASAC Development.

## MAIN RESPONSIBILITIES

1. Examine and suggest suitable technologies, frameworks, and tools for software development projects within WASAC Group, taking into account aspects like performance, scalability, and fit for the project specifications.
2. Oversee the software solutions' architecture and design to make sure they adhere to industry standards, are scalable, and can be maintained.
3. Supervises, the deployment of automated testing and quality assurance procedures, conduct code reviews to guarantee compliance with coding standards, best practices, and quality guidelines.
4. Offer technical assistance, coaching and support to WASAC Group team members to develop their skills and knowledge.
5. Identify and fix software application performance bottlenecks via infrastructure improvements, database tuning, and code optimization.
6. Enforce strong security procedures and policies in place to guard WASAC Group against threats, vulnerabilities, and cyberattacks throughout the software development life cycle.
7. Create and deploy APIs that provide compatibility, dependability, and security for smooth interaction with WASAC Group's external systems, services, and third-party platforms.
8. Create and implement DevOps principles, such as continuous integration, continuous delivery, and automated deployment pipelines, together with version control best practices.
9. Use logging and monitoring tools to keep tabs on application performance, identify problems, and guarantee system dependability and availability.
10. Promote knowledge sharing and onboarding, make sure that software architectures, designs, technical specifications, user manuals, and developer documentation are all thoroughly documented.
11. Keep up with new advancements in the industry, technology, and trends. Assess how they could affect software services and take the lead on pilot projects or proofs of concept as necessary.
12. Perform any other duties as assigned by the CEO of WASAC Group or Chief IT and Digital Officer.

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's degree in Computer Science, Computer Engineering, Information Technology or Software Engineering, with at least 4 years relevant experience with 2 years in a supervisory role in a similar organization or busy function
- OR**
2. Bachelor's degree in Computer Science, Information Technology or Software Engineering with at least 6 years relevant experience with 2 years in a supervisory role in a similar organization or busy function

3. Relevant professional qualification as applicable to the role such as Certified ScrumMaster, Cisco Certified Network Associate (CCNA), Certified ScrumMaster (CSM), Certified Information Security Manager (CISM) is an added advantage.

### 3. Manager, IT Infrastructure and Systems

#### JOB INFORMATION

<b>Department/Division</b>	:	IT and Digital Department
<b>Section/Unit</b>	:	N/A
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Chief IT and Digital Officer
<b>Responsible for</b>	:	Senior Network Administrator
	:	Senior Officer Cyber Security
	:	Senior Data Center and System Administrator
<b>Job Grade</b>	:	

#### PURPOSE OF THE JOB

The Manager, IT infrastructure & Systems is responsible for overseeing ICT infrastructure and processes including effective information communication, security management, capacity planning, coordinating the design, installation, management, connectivity of infrastructure, ensuring that IT risks are mitigated, and taking proper and/or preventive action to ensure business continuity through maximum high availability architecture, and performance monitoring. The job holder provides hardware related support in the event that a hardware incident cannot be resolved at WASAC Utility and WASAC Development.

#### MAIN RESPONSIBILITIES

1. Create and implement IT standards, rules, and processes to guarantee the infrastructure's dependability and security.
2. Oversee IT initiatives, such as migrations, expansions, and system upgrades, and make sure they are finished on schedule and under budget.
3. Oversee a group of network engineers and system administrators and offer them mentorship, support, and direction.
4. Monitor system capacity and performance to preserve the best possible uptime and performance.
5. Identify areas for improvement and put solutions in place to increase efficiency and security by conducting routine audits and evaluations.
6. Collaborate with stakeholders and other departments to identify their IT requirements and create solutions that satisfy them.

7. Keep up with new developments in IT infrastructure management and upcoming technologies, suggesting ideas that can help WASAC Group.
8. Handle vendor relationships, including contract negotiations, performance reviews, and making sure service level agreements are fulfilled.
9. Create and maintain business continuity and disaster recovery plans to reduce downtime and data loss in the case of a disaster.
10. Inform senior management and other stakeholders about IT projects, initiatives, and status reports, making sure that they are in line with the aims and objectives of the company.
11. Design and execution of the IT infrastructure of WASAC Group, including the servers, storage, networking, and virtualization technologies, should be designed and implemented.
12. Perform any other duties as assigned by CEO of WASAC Group or Chief IT and Digital Officer.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in Information Technology, Computer Engineering, or Software Engineering, with at least 4 years relevant experience with 2 years in a supervisory role in a similar organization or busy function

**OR**

2. Bachelor's degree in information technology, Computer Engineering, or Software Engineering with at least 6 years relevant experience with 2 years in a supervisory role in a similar organization or busy function
3. Relevant professional qualification as applicable to the role such as Cisco Certified Network Associate (CCNA), Certified ScrumMaster (CSM), Certified Information Security Manager (CISM) is an added advantage.

## **4. Senior Internal Systems Auditor**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Internal Audit Department
<b>Section/Unit</b>	:	N/A
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head, Internal Audit
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

## PURPOSE OF THE JOB

The Senior Internal Systems Auditor is responsible for assessing the design and effectiveness of information systems, IT controls, and cybersecurity measures within WASAC Group, by conducting thorough audits and providing strategic recommendations to Senior Leadership. The job holder contributes to the protection of digital assets, safeguarding WASAC Group against potential cyber threats and ensuring the reliability and integrity of critical business processes.

## MAIN RESPONSIBILITIES

1. Evaluate the design and effectiveness of information systems, IT infrastructure, and data security controls through detailed audit procedures as guided by regulation and WASAC Group policies and Guidelines
2. Develop and implement audit programs and testing protocols to assess the reliability, integrity, and confidentiality of digital assets and systems.
3. Collaborate with the IT department to identify vulnerabilities in the system, assess risks, and recommend technical solutions for enhancing cybersecurity posture.
4. Conduct reviews of system implementations, upgrades, or migrations to ensure compliance with industry standards and best practices regarding system Audit.
5. Analyze audit findings related to IT governance, system configurations, and access controls, and provide actionable insights to management for remediation and action.
6. Stay up to date on emerging technologies, cybersecurity threats, and regulatory requirements to anticipate and address potential risks to the WASAC Group information assets.
7. Participate in special projects, such as IT risk assessments, business continuity planning, and disaster recovery exercises to provide expert input regarding systems Audit
8. Prepare audit reports documenting findings, recommendations, and remediation plans for management and relevant stakeholders based on audit findings.
9. Collaborate with external auditors and regulatory agencies during compliance audits or investigations, to facilitate timely and accurate responses to inquiries.
10. Provide guidance and mentorship to auditors or IT staff on technical matters, audit methodologies, and industry leading practices regarding systems audit.
11. Perform any other duties as may be assigned.

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's degree in information systems, Information Technology, Software Engineering with at least 2 years' relevant experience

**OR**

2. Bachelor's degree in information systems, Information Technology, Software Engineering with at least 3 years' experience in auditing field in a similar organization
3. Relevant professional qualification applicable to the role such as Certified Information Systems Auditor (CISA), Internal Audit Practitioner is an added advantage.

## 5. Internal Auditor (with Engineering background)

### JOB INFORMATION

<b>Department/Division</b>	:	Internal Audit Department
<b>Section/Unit</b>	:	N/A
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Senior Internal Auditor
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

The Internal Auditor is responsible for assessing the effectiveness of internal controls, risk management practices, and compliance activities within the organization. By conducting thorough audits and providing actionable recommendations. The job holder is expected to have keen attention to detail and foster a culture of integrity and accountability across all business functions.

### MAIN RESPONSIBILITIES

1. Conduct detailed reviews of financial transactions, operational processes, and compliance activities within WASAC Group to identify discrepancies, errors, or instances of non-compliance
2. Execute audit procedures in accordance with established methodologies, sampling techniques, and regulatory guidelines and provide an accurate Audit opinion.
3. Document audit findings, observations, and recommendations in clear and concise working papers, ensuring accuracy and completeness of audit related information.
4. Collaborate with process owners and stakeholders across WASAC Group to understand business operations, risks and control activities, facilitating effective audit planning and scoping.

5. Test the effectiveness of internal controls, including segregation of duties, authorization procedures, and physical security measures, to mitigate fraud and operational risks.
6. Follow up on audit recommendations and track remediation efforts to ensure timely resolution of identified issues.
7. Assist in the development of audit programs, risk assessments, and annual audit plans based on organizational priorities and regulatory requirements.
8. Participate in cross-functional initiatives, such as process improvement projects or compliance reviews, to support the organization's strategic objectives and provide expert advice on effectiveness on existing controls.
9. Support external auditors by providing requested documentation, explanations, and assistance during interim and year-end audits.
10. Perform any other duties as may be assigned.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Bachelor's degree in Civil Engineering, Water Engineering or Electro-Mechanical Engineering with at least 2 years' relevant experience;
2. any other relevant qualification such as Registered as a Professional Engineer by Institution of Engineers Rwanda is added value.

## **6. Social Media Management Officer**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Communications and Public Relations Department
<b>Section/Unit</b>	:	N/A
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Branding and Media Management
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

The Social Media Management Officer is responsible for the organization's presence on social media platforms, driving engagement, building brand awareness, and fostering meaningful connections with the audience.

### **MAIN RESPONSIBILITIES**

1. Create engaging content for various social media channels, including text, images, and videos with the aim of engaging followers and communicating with WASAC Group.
2. Monitor social media platforms for mentions, comments, and messages, responding promptly and appropriately to WASAC customers.
3. Analyze social media performance metrics to evaluate the effectiveness of campaigns and identify areas for improvement to inform future approach.
4. Participate in social media advertising campaigns, monitor budget allocation, targeting, and optimization to achieve maximum value on investments made.
5. Stay updated on social media trends, best practices, and platform updates to inform the social media strategy.
6. Collaborate with internal teams to integrate social media initiatives with overall marketing and communication efforts aligned to their departmental priorities.
7. Maintain a content calendar to ensure consistent and timely posting across channels.
8. Provide regular reports and insights on social media performance to stakeholders.
9. Perform any other duties as may be assigned

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

Bachelor's Degree in Branding Strategy, Audio-visual Production, Multimedia, Creative/Graphic Design, Public Relations, Journalism, Communication s; this is an entry level position, no experience is required.

## **7. Customer Insights Analyst**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Communications Department
<b>Section/Unit</b>	:	N/A
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Communication and Public Relations
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

The Customer Insights Analyst is responsible for analyzing customer data and market trends to provide actionable insights to inform strategic decision-making and customer preference with the aim of driving business growth.

### **MAIN RESPONSIBILITIES**

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1. Collect and analyze customer data from various sources, including surveys, transactions, and online interactions for WASAC Group for data driven decision making.
2. Identify patterns, trends, and correlations within the data to uncover actionable insights and provide recommendations to senior management.
3. Develop and maintain customer segmentation models to better target marketing efforts and personalize experiences.
4. Collaborate with cross-functional teams to translate insights into actionable recommendations and strategies relevant to WASAC Group strategic initiatives.
5. Conduct market research to understand industry trends and customer preferences to inform strategy and future considerations.
6. Utilize statistical techniques and predictive modeling to forecast customer behavior and market trends to inform customer strategies.
7. Create reports and presentations to communicate findings and recommendations to stakeholders for action.
8. Monitor key performance indicators (KPIs) to track the effectiveness of marketing and business initiatives, and their impact on WASAC Group customers.
9. Continuously evaluate and refine data collection methods and analytical processes to improve accuracy and efficiency.
10. Stay up to date on advancements in analytics tools and techniques to maintain a competitive edge.
11. Provide training and support to internal teams on data interpretation and utilization for decision-making.
12. Perform any other duties as may be assigned.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Bachelor's Degree in Marketing, Customer Service Management, Business Administration, or Branding and Advertising with at least 3 years' relevant experience in a similar organization or busy function.
2. Relevant professional qualifications applicable to the role such as Content Marketing Certification, Digital Marketing Certification, Certified Product Manager, Social Media Marketing Certification is an added value.

## **8. Knowledge Management Specialist**

### **JOB INFORMATION**

**Department/Division** : Communications department

**Section/Unit** : N/A

<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Branding & Media Management
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

## PURPOSE OF THE JOB

The Knowledge Management Specialist is responsible for the systematic control, organization, maintenance and protection of the organization's record information, and archives in both paper and electronic from creation to disposal so that information needed is available, usable, retrievable, authentic, complete, and accurate. The job holder facilitates training and knowledge transfer initiatives and updates knowledge of best practices for various business operating processes and procedures.

## MAIN RESPONSIBILITIES

1. Gather and share WASAC Group organizational knowledge, create and curate information such as papers, manuals, presentations, and documents.
2. Establish procedures and mechanisms to gather implicit knowledge from subject matter experts via seminars, documentation, and interviews.
3. Simplify ways of finding and navigating knowledge assets, create and manage a taxonomy or classification system.
4. Show the relationships and hierarchies within the knowledge base, create visual representations of the knowledge domains using knowledge maps, mind maps, and idea maps.
5. Ensure WASAC Group data is correct, current, and available to the appropriate parties in charge of the organization's knowledge repositories, make sure the.
6. Encourage cooperation and knowledge sharing among staff members by facilitating knowledge-sharing events including forums, communities of practice, and workshops.
7. Provide training materials and hold workshops to acquaint new hires with the procedures and instruments of knowledge management.
8. Establish and uphold quality standards for knowledge assets to guarantee dependability, relevance, and consistency throughout the company.
9. Improve the search capabilities of knowledge repositories to improve information discovery and retrieval.
10. Monitor knowledge management efforts' key performance indicators (KPIs), including user satisfaction, content contribution rates, and consumption data.
11. Evaluate and improve knowledge management procedures and instruments on a regular basis based on user input, industry best practices, and new technological developments to increase efficacy and efficiency.

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

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### Academic and Professional Qualifications

1. Bachelor's degree in information technology or Management Information Systems, with a minimum of 3 years of experience in Knowledge Management from an organization of similar size and complexity in operations
2. Relevant professional qualification as applicable to the role such as Knowledge Analyst, Certified Knowledge Manager, Certified Knowledge Specialist, IT Information Library Foundations Certifications is an asset.

## **B.For WASAC Development**

### 1. Senior Inspection Officer

#### **JOB INFORMATION**

<b>Department/Division</b>	:	Office of the Managing Director
<b>Section/Unit</b>	:	
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	MD WASAC Development
<b>Responsible for</b>	:	Inspection Officer
<b>Job Grade</b>	:	

#### **PURPOSE OF THE JOB**

This position is responsible for undertaking the surveillance of WASAC premise protecting staff and visitor detecting any suspicious happenings and preventing vandalism, thefts or any other criminal behavior. Additionally, the job holder will be tasked with managing the team of Security Officers.

#### **MAIN RESPONSIBILITIES**

1. Ensure a safe environment through a team effort of diligent active patrol, strict access control, monitoring, and equipment control
2. Respond immediately to distress call panic alarm and emergency calls for disorderly conduct, disruptive person and incidents swiftly and appropriately
3. Maintain the WASAC's reputation with professionalism and legal compliance
4. Manage and collaborate with other security officers for effective protection and coverage, puts in place appropriate schedules/shifts for the team members
5. Patrol property on foot, securing personnel, assets, buildings, gate, and fence perimeter are secure in all weather conditions

6. Lead investigations and take the appropriate lawfully action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents
7. Control and monitor surveillance equipment, and perform building and equipment inspections
8. Review daily reports, including relevant information, observations, surveillance footage, and signatures
9. Ensure all doors, windows, and exits are secured, depending on shift
10. Perform other duties as assigned.

## REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Bachelor's Degree in in Law, Public Administration, Criminology & Criminal Justice, Sociology, Political Science, Human Right, Social Science, Civil Engineering, Mechanical Engineering, Electro-Mechanical Engineering with at least 3 years relevant experience in a similar organization or busy function.
2. Relevant training or professional qualification in Security.

## 2. Inspection Officer

### JOB INFORMATION

<b>Department/Division</b>	:	Office of the Managing Director
<b>Section/Unit</b>	:	
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Senior Inspection Officer
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for monitoring the premises and protecting WASAC's valued staff, visitors, tenants, and inventory.

### MAIN RESPONSIBILITIES

1. Ensure a safe environment through a team effort of diligent active patrol, strict access control, monitoring, and equipment control
2. Respond immediately to distress call panic alarm, and emergency calls for disorderly conduct, disruptive person and incidents swiftly and appropriately

3. Maintain the company's reputation with professionalism and legal compliance
4. Collaborate with other security officers for effective protection and coverage
5. Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
6. Investigate and take the appropriate lawfully action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents
7. Control and monitor surveillance equipment, and perform building and equipment inspections
8. Guard access points, permitting or refusing entry, restraining trespassers, and direct heavy traffic during start and end of business hours
9. Complete daily reports, including relevant information, observations, surveillance footage, and signatures
10. Secure all doors, windows, and exits, depending on shift
11. Perform other duties as assigned by Manager Administration or Senior Inspection Officer.

## **REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Bachelor's degree in Public Administration, Criminology & Criminal Justice, Sociology, Political Science, Human Rights, Social Sciences, Civil engineering, Water Engineering, Hydrology, Sanitary Engineering, Mechanical Engineering, Electro-Mechanical Engineering with at least 2 years relevant experience in a similar organization or busy function..
2. Relevant training or professional qualification in Security.

## **3. Legal Affairs Analyst**

### **JOB INFORMATION**

<b>Department/Division</b>	: Legal and Compliance Department
<b>Section/Unit</b>	: Legal and Compliance
<b>Location</b>	: Headquarters
<b>Reports to</b>	: Manager, Legal & Compliance
<b>Responsible for</b>	: N/A
<b>Job Grade</b>	:

### **PURPOSE OF THE JOB**

The Legal Affairs Analyst is responsible for providing legal guidance and support on various matters related to the WASAC Development operations and activities.

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## MAIN RESPONSIBILITIES

1. Ensure compliance with relevant laws, regulations, permits, and licenses governing water and sanitation resource management, environmental protection, and public health
2. Draft, review, and negotiate contracts, agreements, and legal documents with suppliers, contractors, customers, and other stakeholders
3. Reviews standard and unique contract and procurement documentation in consultation with relevant government/public donor institutions to ensure their legal correctness and completeness
4. Participate in the policy dialogue on legal aspects of the implementation of PIU Programs
5. Build and sustain effective relationships with senior government officials, line ministries, Special Project Implementation Units, international development partners and other stakeholders
6. Identify legal risks and liabilities associated with water and sanitation operations, infrastructure projects, and business activities, and develop strategies to mitigate such risks
7. Conduct legal research and analysis on complex legal issues related to water rights, water quality, land use, and regulatory requirements
8. Review risk and assess complaints related to WASAC Development projects
9. Assist with the application and renewal of permits, licenses, and approvals required for water extraction, treatment, distribution, and discharge
10. Provide support to internal and external legal counsel in litigation matters, administrative proceedings, and regulatory enforcement actions
11. Assist in the development, review, and implementation of company policies, procedures, and guidelines to ensure legal compliance and risk management
12. Collaborate with government agencies, regulatory authorities, community groups, and other stakeholders on legal and regulatory matters affecting water resources and sanitation services
13. Provide legal training and education to employees on relevant laws, regulations, policies, and procedures related to water and sanitation operations and compliance
14. Assist in the management of legal issues and crises, such as environmental incidents, regulatory violations, and disputes, to minimize legal exposure and reputational damage to the company
15. Deal with legal issues and provide legal advice on staff and institutional matters to ensure their compliance with applicable laws, instructions, regulations and procedures
16. Review standard and unique contracts and procurement documentations in consultation with relevant government/public donor institutions to ensure their legal correctness and completeness
17. Interpret laws, instructions, regulations and procedures to the whole Company

18. Monitor the implementation of applicable laws, instructions, regulations and procedures
19. Assist technical departments in developing legal and regulatory provisions (instructions) of the Company
20. Reviewing all documents before being signed by the Management
21. Perform any other duties that may be assigned by CEO, WASAC Group; Managing Director, WASAC Development or Manager, Legal & Compliance.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in law, commercial law or international law with at least 3 years of proven experience in similar positions
- OR**
2. Bachelor's Degree in law, with at least 5 years relevant experience in a similar organization or busy function
  3. Possessing a legal professional qualification in legal practice or legal drafting is preferable.

## **4. HR Records & Data Analytics Specialist**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Human Resources Department
<b>Section/Unit</b>	:	Human Resources
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Human Resources
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

This position is responsible for managing and maintaining up to date employee records, compiling, structuring, and analyzing human resources data to provide insights and inform management decisions. This role will work extensively with people related data and gather essential insights that drive management decisions.

### **MAIN RESPONSIBILITIES**

1. Prepare and maintain electronic and physical employee records, ensuring all information is accurate, complete, and up to date; this includes personal details,

- employment contracts, benefits, performance evaluations, and any disciplinary records
2. Collect data on payroll outputs, management and employee surveys, employment records, and exit interviews
  3. Ensure alignment with legal regulations and company policies regarding record retention; maintain an organized filing system and follow established procedures for requesting, retrieving, and disposing of records when necessary
  4. Assist in processing new hire paperwork, such as employment contracts, tax forms, and benefits enrollment and update employee records for changes in personal information, employment status, salary or benefits
  5. Maintain appropriate confidentiality, security and integrity for records in their storage and use.
  6. Analyze data and statistics for trends with regard to recruitment practices, motivation, turnover, and compliance with employment laws
  7. Provide timely and accurate responses to employee inquiries regarding HR policies, procedures, and records, offering assistance to employees with accessing and understanding their own records, ensuring confidentiality and data protection
  8. Collaborate with the HR team on projects pertaining to HR system implementation, process improvement initiatives, and employee data audits, among others, to provide support in gathering and organizing data, conducting research, and documenting project progress
  9. Ensure compliance with record-keeping requirements by staying updated on relevant employment laws and regulations to assist in HR audits and ensure accuracy and completeness of records for legal and regulatory purposes
  10. Perform other related duties as required.

## **REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's Degree in Statistics, Human Resource, Data Analytics, Applied Mathematics with at least 2 years relevant experience in a similar organization or busy function.
- OR**
2. Bachelor's Degree in Statistics, Human Resource, Data Analytics, Applied Mathematics with at least 4 years relevant experience in a similar organization or busy function.
  3. Relevant professional qualification as applicable to the role is an added advantage.

## **5. SPIU Coordinator (Head)**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Single Project Implementation Unit
<b>Section/Unit</b>	:	Single Project Implementation Unit
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Managing Director, WASAC Development
<b>Responsible for</b>	:	Admin Assistant, Program Manager, Project Manager, Finance Manager, Drivers, SCADA Specialist, Gender Specialist, Procurement Specialist
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

The SPIU Coordinator will oversee the design, development, implementation and evaluation of Special projects relating to water supply and sanitation infrastructure carried out by WASAC Development to ensure the achievement of project goals and the sustainability of expected outcomes. Additionally, lead, manage Special Project Implementation Unit and supervise PIU staff.

### MAIN RESPONSIBILITIES

1. Provide project management expertise for Water and Sanitation project, including management of investigation, project planning, design, construction, commissioning, and ensuring that the project is within the acceptance criteria
2. Develop, maintain and update the project implementation plan
3. Lead and direct the development of water, and Sanitation project, this includes conducting investigation, studies, analysis, and developing designs
4. Monitor the financial budgets and costs of the projects to avoid incurring expenditure that was not accounted for by the Senior Management of WASAC Development
5. Provide strategic guidance to project implementation Engineers to ensure that construction standards are upheld as outlined in the WASAC development policies and procedures manuals
6. Identify and anticipate in a timely manner, any potential risks and issues and advise mitigation measures to the Managing Director at WASAC Development
7. Establish implementation targets for PIU services in consultation with PIU staff and monitor their achievements
8. Maintain effective communication with team members, authorities, clients and other stakeholders
9. Provide accurate and timely reporting of activities
10. Support the logistical activities of the project, particularly in purchasing of supplies and equipment as required for the project
11. Ensure compliance with donor's requirements such as African Development Bank Group (AFDB) and the World Bank

1. Perform any other duties as assigned by CEO of WASAC Group or Managing Director, WASAC Development.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in business administration, Project Management, Civil Engineering, Water Engineering, Economics or Public Administration with at least 8 years relevant experience with 2 years in a supervisory role in a similar organization or busy function

**OR**

2. Bachelor's degree in business administration, Project Management, Civil Engineering, Water Engineering, Economics or Public Administration, with at least 10 years relevant experience with 2 years in a supervisory role in a similar organization or busy function
3. Relevant professional qualification as applicable to the role such as Project Management Professional (PMP) is an added value.

## **6. Environmental Specialist**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Single Project Implementation Unit
<b>Section/Unit</b>	:	Project Implementation
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head, SPIU (Coordinator)
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

The Environmental Expert is responsible for assessing and mitigating the potential environmental impacts of development activities. The job holder is expected to ensure that WASAC Development projects comply with environmental regulations and sustainability standards.

### **MAIN RESPONSIBILITIES**

1. Conduct assessments on surrounding areas to identify any potential environmental impacts or risks
2. Implement risk management measures to avoid environmental incidents and ensure compliance with environmental laws and regulations

3. Carry out environmental audits to assess and maintain compliance with applicable environmental legislation
4. Monitor, analyze and make recommendations on current or proposed environmental legislation and policies that may impact operations and programs
5. Determine the need, apply for, negotiate and maintain environment regulatory permits for water infrastructure projects by WASAC Development
6. Develop policies and procedures for compliance with environmental laws and regulations
7. Design and implement effective employee training programs on environment sustainability
8. Curate clear and detailed reports based on field inspections
9. Perform any other duties that may be assigned by the Head of Special Project Implementation Unit, Program Manager or Project Manager.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in environmental science, Environmental Management, Water Resources and Environmental Management with at least 3 years of work experience, 2 of which are relevant experience in a similar organization or busy function
- OR**
2. Bachelor's degree in environmental science or Environmental Management, with at least 5 of work experience, 2 of which are relevant experience in a similar organization or busy function.

## **7. Social Safeguard Specialist**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Single Project Implementation Unit
<b>Section/Unit</b>	:	Single Project Implementation
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head, SPIU (Coordinator)
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

The Social Safeguard Specialist is responsible for ensuring that project activities comply with the environmental and social risk management requirements of the financing

institutions and national legislation. The Job holder will also facilitate inclusive stakeholder engagement, grievance mechanisms, and social mapping of vulnerable groups.

## **MAIN RESPONSIBILITIES**

1. Lead in the oversight of the implementation of social risk management and compliance with Government and Project Environmental and Social Safeguards guidelines in consultation with the Project Management
2. Conduct site visits to projects to assess compliance and propose necessary remedies.
3. Undertake follow up monitoring to ensure that proposed mitigation measures are implemented according to an agreed upon environmental and social mitigation implementation plan.
4. Coordinate and monitor regular social safeguards capacity development of implementing partners, consultants, and Contractors during project implementation, including project awareness, communication, and sensitization activities.
5. Integrate social inclusion with respect to gender, age and marginalized groups into WASAC Development project activities.
6. Develop and implement capacity building and training plans on social safeguards for all staff within WASAC Development
7. Prepare quarterly and annual reports on safeguards related issues.
8. Perform any other duties that may be assigned by the Head of Special Project Implementation Unit, Program Manager or Project Manager.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in development studies, Social Science, Business Administration or Public Administration with at least 3 years working experience, 1 of which is a relevant experience in a similar organization or busy function
- OR**
2. Bachelor's degree in development studies, Social Science or Business Administration, with at least 5 years working experience, 2 of which are relevant experience in a similar organization or busy function.

## **8. Procurement Specialist**

### **JOB INFORMATION**

**Department/Division** : Single Project Implementation Unit  
**Section/Unit** : SPIU

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<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head, SPIU (Coordinator)
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

This position is responsible for all matters relating to the timely purchase of goods and services for the smooth operations of WASAC Development. The role holder will be expected to research key suppliers, negotiate purchase agreements, and ensure all products and materials meet WASAC's standards.

### **MAIN RESPONSIBILITIES**

1. Prepare and issue procurement documents, including Request for Quotations (RFQs), Request for Proposals (RFPs), Tender documents and bid invitations
  2. Conduct tendering processes of all activities in compliance with the ruling guidelines, regulations and Laws in respect to the fundamental principles of procurement
  3. Manage supplier relationships, including regular communication, performance evaluations and issue resolution
  4. Plan and engage with unit managers to understand technical specifications and with suppliers to develop their profiles of delivery capacity which results in effective market engagement
  5. Conduct Tendering processes of all the activities in compliance with the ruling guidelines, laws and regulations with respect to the fundamental principles of procurement
  6. Evaluate and improve Procurement practices continuously, including identifying cost-saving opportunities and process enhancements
  7. Prepare reports on Procurement activities, performance metrics and cost savings for management
  8. Develop and maintain Procurement metrics to track performance, identify areas for improvement and report on sourcing effectiveness
  9. Ensure compliance with applicable laws and regulations related to sourcing activities and stay updated on regulatory requirements
  10. Conduct market research and analysis to stay updated on industry trends, supplier capabilities and pricing fluctuations, and be better informed on future projections and advise the team accordingly
  11. Monitor the delivery and quality of services by providers and effect penalty charges to service providers where applicable
  12. Draft weekly and monthly progress reports on ongoing procurements
  13. Draft annual reports on service provider performance and advise the management
  14. Maintain accurate auditable records of all procurement processes
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15. Perform any other roles as may be assigned.

## REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's degree in Procurement, Supply chain management, Business Administration, Law, Civil Engineering, Water Engineering, Economics or a full professional qualification in procurement such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) with at least 3 year relevant experience in procurement role

**OR**

2. Bachelor's Degree in Procurement, Supply chain management, Business Administration, Law, Civil Engineering, Water Engineering, Economics or a full professional qualification in procurement such as: Chartered Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP), with at least 5 years relevant experience in procurement role.

## 9. Quality Assurance & Standards Specialist

### JOB INFORMATION

<b>Department/Division</b>	:	Water Infrastructure Department
<b>Section/Unit</b>	:	Water Infrastructure
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Chief Water Infrastructure Officer
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for ensuring service quality and reliability. The job holder will establish and maintain quality control systems, conduct thorough testing and inspections, and offer improvement recommendations. Their role is crucial in helping WASAC Development exceed customer expectations by paying attention to detail, utilizing strong analytical skills, and committing to continuous improvement.

### MAIN RESPONSIBILITIES

1. Recommend and establish policies, strategies and guidelines for water quality management

2. Provide specialist (technical and strategic) support by building the necessary capacity on water and waste water management practices
3. Develop and update standards for Water Infrastructures development
4. Lead the development of design guidelines for water infrastructures
5. Keeping up to date with changes in regulatory legislation and guidelines related to water
6. Establish partnership with International and National Standards bodies to facilitate the company have all required standards
7. Liaise with partnering companies, contractors and consultant involved in water to improve their quality control and standards related activities
8. Collect and disseminate standards required for WASAC Development to efficiently perform its operations for projects development, implementation and operations
9. Conduct period evaluation of compliance with standards within WASAC Development
10. Represent WASAC Development in quality assurance for construction materials
11. Design and implement training program on issues of standards and quality compliance
12. Represent WASAC in forums concerned with standards and certification.
13. Perform any other duties that may be assigned by the Managing Director, WASAC Development or Chief Water Infrastructure Officer.

## **REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in Civil Engineering, Water and environmental Engineering or Analytical Chemistry, Environmental and Development Studies, Environmental Science, Environmental Engineering, Environmental Management, Environmental Chemistry or Quality Management with at least 3 years relevant experience.

**OR**

2. Bachelor's degree in water and environmental engineering, Civil Engineering, Environmental or Analytical Chemistry, Environmental Science, Environmental Engineering, Environmental Management, Environmental Chemistry or Quality Management with at least 5 years relevant experience.

## **C. For WASAC Utility**

### **1. Inspection Officer**

#### **JOB INFORMATION**

 KN4 Av8, Centenary House, Nyarugenge, Kigali -Rwanda

 (+250) 788181427 |  info@wasac.rw |  www.wasac.rw

<b>Department/Division</b>	:	Office of the Managing Director
<b>Section/Unit</b>	:	Inspection
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Senior Inspection Officer
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

The Inspection Officer is responsible for making sure that water distribution and treatment systems are following regulatory standards and WASAC internal policies. The job holder will be expected to carry out inspections, identify issues, and recommend improvements to maintain the quality and safety of water services.

### **MAIN RESPONSIBILITIES**

1. Carry out detailed inspections of water treatment plants, distribution systems, and related infrastructure under WASAC Utility.
2. Identify and document any defects, leaks or non-compliance issues.
3. Prepare comprehensive reports on inspection results and provide recommendations for corrective actions by the respective teams.
4. Collaborate with other departments across WASAC Utility to develop and implement quality assurance procedures.
5. Provide guidance and training on water quality standards and inspection procedures to staff.
6. Make recommendations and implement improvements to enhance water quality and operational efficiency.
7. Perform any other duties that may be assigned

### **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

#### **Academic and Professional Qualifications**

1. Bachelor's degree in risk management or Engineering Environmental Science, Criminology & Criminal Justice, Civil engineering, Water Engineering, Hydrology, Sanitary Engineering, Mechanical Engineering, Electro-Mechanical Engineering with at least 2 years relevant experience in a similar organization or busy function.
2. Relevant training or professional qualification in Security.

## **2. Legal Affairs Specialist**

## JOB INFORMATION

<b>Department/Division</b>	:	Legal & Compliance Department
<b>Section/Unit</b>	:	Legal and Compliance
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Legal & Compliance
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

## PURPOSE OF THE JOB

The Legal Affairs Specialist is responsible for providing legal guidance and support on various matters related to the WASAC Utilities operations and activities.

## MAIN RESPONSIBILITIES

1. Ensure compliance with relevant laws, regulations, permits, and licenses governing water resource management, environmental protection, and public health.
2. Draft, review, and negotiate contracts, agreements, and legal documents with suppliers, contractors, customers, and other stakeholders.
3. Identify legal risks and liabilities associated with water operations, infrastructure projects, and business activities, and develop strategies to mitigate such risks.
4. Conduct legal research and analysis on complex legal issues related to water rights, water quality, land use, and regulatory requirements.
5. Assist with the application and renewal of permits, licenses, and approvals required for water extraction, treatment, distribution, and discharge.
6. Provide support to internal and external legal counsel in litigation matters, administrative proceedings, and regulatory enforcement actions.
7. Assist in the development, review, and implementation of company policies, procedures, and guidelines to ensure legal compliance and risk management.
8. Collaborate with government agencies, regulatory authorities, community groups, and other stakeholders on legal and regulatory matters affecting water resources and services.
9. Provide legal training and education to employees on relevant laws, regulations, policies, and procedures related to water operations and compliance.
10. Assist in the management of legal issues and crises, such as environmental incidents, regulatory violations, and disputes, to minimize legal exposure and reputational damage to the company.
11. Perform any other duties that may be assigned

## REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's Degree in Law, commercial law, international law, Forensics, with relevant specialization in the field with relevant specialization in the field with at least 3 years relevant experience  
**OR**
2. Bachelor's Degree in Law or any other law, with at least 5 years relevant experience
3. Relevant professional qualification as applicable to the role such as legislative drafting or a legal practitioner certificate is an added advantage.

## 3. Chemical Engineer

### JOB INFORMATION

<b>Department/Division</b>	:	Sanitation Services Department.
<b>Section/Unit</b>	:	Wastewater and faecal sludge treatment services
<b>Location</b>	:	Headquarters
<b>Reports to Engineer</b>	:	Senior Wastewater and Fecal Sludge Treatment Plant
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for designing, developing, and optimizing chemical processes and systems to improve sanitation services. The role holder will be expected to apply chemical engineering principles to ensure efficient and safe treatment of waste and water, contributing to the overall health and safety of the community.

### MAIN RESPONSIBILITIES

1. Design and develop chemical processes for the treatment of waste and water.
2. Conduct research and experiments to improve sanitation methods and technologies.
3. Monitor and optimize chemical processes to ensure efficiency and compliance with environmental regulations.
4. Collaborate with other engineers and technicians to implement and maintain sanitation systems.
5. Analyze data and prepare reports on the performance of chemical processes.
6. Ensure compliance with health, safety, and environmental standards.

7. Provide technical support and training to staff on chemical engineering practices.
8. Develop and implement quality control procedures for chemical processes.
9. Stay updated on industry trends and advancements in chemical engineering.
10. Conduct risk assessments and develop mitigation strategies for chemical processes.
11. Prepare and present technical reports to management.
12. Perform any other roles as may be assigned.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in Chemical Engineering, Environmental Engineering with at least 3 years of relevant experience in chemical engineering.  
Or
2. Bachelor's degree in Chemical Engineering, Environmental Engineering, with at least 5 years of relevant experience in chemical engineering.
3. Professional certification relevant to the role is an added advantage.

## **4. Senior Chemist**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Sanitation Services Department
<b>Section/Unit</b>	:	CWTL Operations
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Laboratory Operations & Water Quality Control
<b>Responsible for</b>	:	Lab Technician
<b>Job Grade</b>	:	

### **PURPOSE OF THE JOB**

This position is responsible for developing laboratory techniques, conducting research programs, as well as reviewing test results.

### **MAIN RESPONSIBILITIES**

1. Design and execute experiments, analyze data and interpret results in order to drive innovation and problem-solving
2. Provide technical expertise and support to chemists and junior laboratory staff
3. Monitor and maintain laboratory equipment and ensure compliance with WASAC Utility safety protocols
4. Ensure that all controlled quality procedures, test methods and documents are kept confidential and access to the laboratory remains restricted at all times
5. Collaborate with cross-functional teams to ensure seamless integration of chemical processes into product development
6. Stay abreast with latest advancements in chemical technology and contribute to the development of intellectual property
7. Performs a variety of advanced and standard water quality testing procedures which involve the use and operation of advanced and basic analytical instruments in addition to chemistry methodologies;
8. Performs field work assignments that are pertinent to water quality monitoring programs,
9. Reviews and recommends changes to test procedures for quality assurance.
10. Perform any other duties that may be assigned by Manager, Laboratory Operations & Water Quality Control.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's Degree in Chemistry or Physical Chemistry. At least 3 years of experience in a similar organization or busy function.
- OR**
2. Bachelor's Degree in Chemistry, Environmental Science. At least 5 years of experience in a similar organization or busy function.

## **5. Senior Wastewater Treatment and Faecal Sludge Treatment Plant Engineer**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Sanitation Services Department.
<b>Section/Unit</b>	:	Wastewater and faecal sludge treatment services
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager Wastewater and Faecal Sludge Treatment

**Responsible for** : Chemical Engineer  
: Wastewater Treatment and Faecal Sludge Treatment Plant Engineer

**Job Grade** :

### **PURPOSE OF THE JOB**

The Senior Wastewater Treatment and Fecal Sludge Treatment Plant Engineer is responsible for leading the design, operation, and maintenance of wastewater and fecal sludge treatment facilities. This role ensures that treatment processes are efficient, compliant with environmental regulations, and optimized for performance. The senior engineer also mentors junior staff and leads complex projects.

### **MAIN RESPONSIBILITIES**

1. Lead the design and development of treatment processes and systems for wastewater and fecal sludge treatment plants
2. Oversee and manage the daily operations of treatment facilities, ensuring efficient and effective treatment processes.
3. Ensure the treatment plant operations are in compliance with Rwandan regulations and WASAC Utilities internal policies.
4. Conduct regular assessments and implement improvements to enhance treatment efficiency and effectiveness.
5. Develop and implement maintenance schedules for all equipment and systems.
6. Monitor and analyze data from treatment processes to identify trends and areas for improvement.
7. Ensure a safe working environment by enforcing safety protocols and conducting regular safety training.
8. Provide advanced technical support and troubleshooting for operational issues.
9. Lead and manage complex projects, including planning, budgeting, and execution.
10. Mentor the junior Engineers and plant staff.
11. Liaise with government agencies, community stakeholders, and other relevant parties to communicate plant performance and address any concerns.
12. Perform any other duties that may be assigned by Manager.

### **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

#### **Academic and Professional Qualifications**

1. Master's Degree in Chemical Engineering, Water and Environmental Engineering, Sanitation Engineering with at least 4 years relevant experience, 2 of which should have been in a managerial role in a similar organization or busy function  
OR
2. Bachelor's Degree in Civil Engine Chemical Engineering, Environmental Engineering with at least 6 years relevant experience, 2 of which should have been in a managerial role in a similar organization or busy function.

## 6. Wastewater Treatment and Faecal Sludge Treatment Plant Engineer

### JOB INFORMATION

<b>Department/Division</b>	:	Sanitation Services Department.
<b>Section/Unit</b>	:	Wastewater and faecal sludge treatment services
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head/Senior Wastewater and Fecal Sludge Treatment
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

The Wastewater Treatment and Fecal Sludge Treatment Plant Engineer is responsible for the design, operation, and maintenance of wastewater and fecal sludge treatment facilities. This role ensures that treatment processes are efficient, compliant with environmental regulations, and optimized for performance.

### MAIN RESPONSIBILITIES

1. Design and develop treatment processes and systems for wastewater and faecal sludge treatment plants.
2. Handle the daily operations of treatment facilities, ensuring efficient and effective treatment processes.
3. Ensure compliance with Rwandan regulations as well as internal WASAC Utility policies.
4. Conduct regular assessments and implement improvements to enhance treatment efficiency and effectiveness.
5. Ensure a safe working environment by enforcing safety protocols and conducting regular safety training.
6. Work together with government agencies, community stakeholders, and other relevant parties to communicate plant performance and address any concerns.
7. Perform any other duties that may be assigned by Head or Senior Engineers.

### REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

#### Academic and Professional Qualifications

1. Bachelor's degree in environmental engineering, Chemical Engineering with at least 4 years relevant experience in a similar organization or busy function.
- Or

2. Advanced Diploma (A1) in Environmental Engineering, Chemical Engineering with at least 6 years relevant experience in a similar organization or busy function.
3. Professional certification relevant to the role is an added advantage.

## 7. Bacteriological Lab Microbiologist

### JOB INFORMATION

<b>Department/Division</b>	:	Sanitation Services Department
<b>Section/Unit</b>	:	CWTL Operations
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Laboratory Operations & Water Quality Control
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for reviewing and evaluating results of microbiological tests and making recommendations as well as outlining investigation actions. The job holder will investigate and develop new or improved environmental microbiological and biological testing methods and laboratory procedures for use in determining water quality, and evaluate the impact of water treatment processes.

### MAIN RESPONSIBILITIES

1. Supervise and guide the Analysts/the technical officers working in the Unit
2. Ensure the timely testing of water samples submitted to the CWTL
3. Ensure that the correct methods and equipment are used for testing
4. Provide technical support and guidance to Regional Hub laboratories and WTP labs
5. Work in close liaison with other units of the CWTL
6. Carry out analysis on submitted water samples
7. Ensure that all equipment used for analysis are serviceable
8. Ensure that good quality reagents and Biological media are used for analysis
9. Perform any other duties that may be allocated by the Head of Laboratory Operations

### REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

## Academic and Professional Qualifications

1. Master's Degree in Microbiology, Biotechnology, Biology, with at least 2 years related experience in a similar Organization or busy function  
**OR**
2. Bachelor's Degree in Microbiology or Biotechnology, Biology, with at least 4 years related experience in a similar Organization or busy function.

## 8. Computer Aided Design (CAD) Engineer

### JOB INFORMATION

<b>Department/Division</b>	:	Water Services Department
<b>Section/Unit</b>	:	Water Transmission and Distribution
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head, Water Transmission & Distribution
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for drafting technical drawings and blueprints, implementing feedback from Engineers and Architects, visiting sites and keeping up to date with CAD software.

### MAIN RESPONSIBILITIES

1. Develop detailed design drawings and specifications for water infrastructure projects
2. Collaborate with the Engineers and Architects to refine designs and ensure project requirements are met
3. Produce rough sketches using CAD software to prepare detailed drawings, plans and blueprints
4. Follow complex instructions and diagrams to create or modify drawings
5. Maintain and update CAD drawings throughout the project lifecycle
6. Conduct quality assurance checks and CAD designs to ensure accuracy and compliance with industry standards
7. Communicate any potential design issues to engineers and architects
8. Coordinate the filing, storage and retrieval of drawings
9. Perform any other duties that may be assigned.

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Bachelor's Degree in Civil Engineering, Water Engineering, Architecture with 2 years of experience in drafting water infrastructure features.

**OR**

2. Advanced Diploma (A1) in Civil Engineering, Water Engineering, Architecture, with 4 years of experience in drafting water infrastructure features.
3. Certification for use of relevant CAD software.

## 9. Principal Chemist - CWTL Operations

### JOB INFORMATION

<b>Department/Division</b>	:	Water Services Department
<b>Section/Unit</b>	:	CWTL Operations
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Laboratory Operations & Water Quality Control
<b>Responsible for</b>	:	Senior Chemist Microbiologist
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for provisioning technical leadership on daily operations of the laboratory and resolving any water quality issues that may be encountered after investigations.

### MAIN RESPONSIBILITIES

1. Implement policies and procedures to address water quality at WASAC Utility, and improve standard operating procedures to uphold high water quality standards
2. Manage issues related to water and wastewater quality
3. Recommend action plans to avoid workplace safety breaches
4. Review the laboratory supplies listed for procurement in accordance with the approved WASAC guidelines
5. Establish the root causes of variation in water quality and document the same

6. Contribute to the technical reviews of test equipment and standards, and review operational requirements
7. Follow-up on approved actions based on the review of regulatory compliance reports
8. Assimilates, writes and submits written analytical reports as per work assignments;
9. Prepare chemical reagents, laboratory equipment and maintains laboratory inventory,
10. Investigates and mitigates consumer complaints or problems related to treatment, distribution, raw water systems in terms of water quality.
11. Visit sites of concern e.g. potential sources of pollution or contamination and sources of complaints about drinking water quality and manage key stakeholder interfaces.
12. Investigate and act on quality lapses and suggest solutions to these problems;
13. Help the CWTL to comply the standard ISO/IEC 17025 requirements
14. Perform any other duties that may be assigned by Chief Water Engineer of Manager, Laboratory Operations & Water Quality Control.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's Degree in Chemistry or Environmental Science. At least 3 years of experience in a similar organization or busy function.
- OR**
2. Bachelor's Degree in Environmental Chemistry or Environmental Science. At least 4 years of experience in a similar organization or busy function.

## **10. Bacteriological Lab Microbiologist**

### **JOB INFORMATION**

<b>Department/Division</b>	:	Water Services Department
<b>Section/Unit</b>	:	CWTL Operations
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Laboratory Operations & Water Quality Control
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

## PURPOSE OF THE JOB

This position is responsible for reviewing and evaluating results of microbiological tests and making recommendations as well as outlining investigation actions. The job holder will investigate and develop new or improved environmental microbiological and biological testing methods and laboratory procedures for use in determining water quality, and evaluate the impact of water treatment processes.

## MAIN RESPONSIBILITIES

10. Supervise and guide the Analysts/the technical officers working in the Unit
11. Ensure the timely testing of water samples submitted to the CWTL
12. Ensure that the correct methods and equipment are used for testing
13. Provide technical support and guidance to Regional Hub laboratories and WTP labs
14. Work in close liaison with other units of the CWTL
15. Carry out analysis on submitted water samples
16. Ensure that all equipment used for analysis are serviceable
17. Ensure that good quality reagents and Biological media are used for analysis
18. Perform any other duties that may be allocated by the Head of Laboratory Operations

## REQUIRED QUALIFICATIONKNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

3. Master's Degree in Microbiology, Biotechnology, Biology, with at least 2 years related experience in a similar Organization or busy function
- OR**
4. Bachelor's Degree in Microbiology or Biotechnology, Biology, with at least 4 years related experience in a similar Organization or busy function

## 11. Contract Management Specialist

### JOB INFORMATION

<b>Department/Division</b>	:	Supply Chain Management
<b>Section/Unit</b>	:	Purchase and Supply
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Purchase and Supply
<b>Responsible for</b>	:	

**Job Grade** :

## **PURPOSE OF THE JOB**

This position is responsible for negotiating, developing, preparing, reviewing, implementing, processing, tracking and providing fiscal and administrative oversight of contracts. Other key responsibilities include auditing and processing contract claims and vouchers, approving and reviewing contract payments to ensure compliance with contract terms, and providing related technical assistance.

## **MAIN RESPONSIBILITIES**

1. Administer the active contracts (construction, development, condominium, etc.) to identify, calendar, notify, and ensure completion and compliance with all deliverables in collaboration with project managers and responsible parties
2. Prepare contractual agreements using current research methods and a knowledge of WASAC's needs and ability to fulfill its requirements
3. Manage contract development through all lifecycle stages (draft, revision, approval, filing, and distribution), ensuring that insurance, bonding, and legal requirements are met, and internal processes and records are maintained
4. Collaborate with a legal team to ensure that the terms of contractual agreements are written in a language that is legally binding and in accordance with WASAC's interests
5. Leverage relationships with strategic suppliers and customers to manage risk, address issues and maximize contract value
6. Assist WASAC to fulfill the terms of or to terminate contracts on mutually amicable terms
7. Explore innovative procurement and contract management solutions to solve complex contractual issues
8. Review contract terms and conditions to verify that they are following Company policies and all applicable federal and state regulations
9. Interpret contract requirements, terms and conditions and ensures that all parties understand and deliver on their responsibilities
10. Evaluate records for retention in compliance with Board-approved policies
11. Perform special projects as requested and other duties as assigned by the Head of Supply Chain or Manager, Purchase and Supply.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualification**

1. Master's degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Water Engineering, Public Administration, Economics with at least 2 years' experience in Procurement operation

**OR**

2. Bachelor's degree in Procurement, Supply Chain Management, Business Law or Business administration, Civil Engineering, Water Engineering, Public Administration, Economics with at least 4 years' experience in Procurement operations.
3. Professional Certification in Procurement or Supply Chain Management.

## 12. Metering Engineer

### JOB INFORMATION

<b>Department/Division</b>	:	Metering and Equipment Workshop
<b>Section/Unit</b>	:	Metering and Equipment Workshop
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Manager, Metering and Equipment Workshop
<b>Responsible for</b>	:	Metering and Workshop Technicians
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for the design, installation, and maintenance of metering systems and equipment. The role holder will be expected to ensure accurate measurement and data collection for water utility operations.

### MAIN RESPONSIBILITIES

1. Design and develop metering systems and equipment.
2. Supervise, Install, calibrate, and maintain metering devices.
3. Conduct regular inspections and audits of metering systems.
4. Analyze data from metering devices to ensure accuracy and reliability.
5. Collaborate with other engineers and technicians to optimize metering operations.
6. Ensure compliance with industry standards and regulations.
7. Provide technical support and training to staff on metering practices.
8. Prepare and present technical reports on metering activities.
9. Stay updated on advancements in metering technology.
10. Conduct research and experiments to improve metering methods.
11. Perform other roles as may be assigned by the Manager, Metering and Equipment Workshop.

### REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

### Academic and Professional Qualifications

1. Master's degree in water engineering, water engineering, Metering Technology with at least 3 years of relevant experience in a managerial role  
**OR**
2. Bachelor's degree in water engineering, water engineering, Metering Technology with at least 5 years of relevant experience in a managerial role
3. Relevant professional qualification as applicable to the role is an added advantage

## 13. Metering and Workshop Technician

### JOB INFORMATION

<b>Department/Division</b>	:	Metering and Equipment Workshop
<b>Section/Unit</b>	:	Metering and Equipment Workshop
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Metering Engineer
<b>Responsible for</b>	:	N/A
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

The Metering and workshop Technician will be responsible for the maintenance, calibration, and repair of metering equipment to ensure accurate measurement and data collection.

### MAIN RESPONSIBILITIES

1. Perform routine maintenance and calibration of metering equipment.
2. Conduct inspections and troubleshoot issues with meters.
3. Repair or replace faulty meters and components.
4. Ensure accurate data collection and recording of energy usage.
5. Maintain detailed records of maintenance and repair activities.
6. Communicate effectively with team members and management.
7. Follow all safety protocols and procedures during operations.
8. Assist in the development and implementation of new metering technologies and processes.

### Academic and Professional Qualifications

Advance Diploma (A1) in Electro-Mechanical Engineering, Mechanical Engineering, Electrical Engineering. This is an entry level position, no experience required.

## 14. HR Records & Data Analytics Specialist

### JOB INFORMATION

<b>Department/Division</b>	:	Human Resources and Administration
<b>Section/Unit</b>	:	Human Resources
<b>Location</b>	:	Headquarters
<b>Reports to</b>	:	Head of Human Resources and Administration and Manager, Talent & Performance Management
<b>Responsible for</b>	:	
<b>Job Grade</b>	:	

### PURPOSE OF THE JOB

This position is responsible for compiling, structuring, and analyzing human resources data to make conclusions that help streamline business administration decisions, compensation for specific job opening analyze results from employee satisfaction survey evaluate training result and more.

### MAIN RESPONSIBILITIES

1. Prepare and maintain electronic and physical employee records ensuring all information is accurate, complete, and up-to-date; this includes personal details, employment contracts, benefits, performance evaluations, and any disciplinary records
2. Collect data on payroll outputs, management and employee surveys, employment records, and exit interviews
3. Ensure alignment with legal regulations and company policies regarding record retention; maintain an organized filing system and follow established procedures for requesting, retrieving, and disposing of records when necessary
4. Assist in processing new hire paperwork, such as employment contracts, tax forms, and benefits enrollment and update employee records for changes in personal information, employment status, salary or benefits
5. Recommend policies that will improve the culture within the company and suggest ways in which to hire the best candidates for the job
6. Analyze data and statistics for trends about recruitment practices, motivation, turnover, and compliance with employment laws

7. Provide timely and accurate responses to employee inquiries regarding HR policies, procedures, and records, aiding employees with accessing and understanding their own records, ensuring confidentiality and data protection
8. Recommend policies that will improve the culture within the company and suggest ways in which to hire the best candidates for the job
9. Collaborate with the HR team on projects pertaining to HR system implementation, process improvement initiatives, and employee data audits, among others, to provide support in gathering and organizing data, conducting research, and documenting project progress
10. Ensure compliance with record-keeping requirements by staying updated on relevant employment laws and regulations to assist in HR audits and ensure accuracy and completeness of records for legal and regulatory purposes
11. Perform other related duties assigned.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's degree in Human Resource, Data Analytics with at least 2 years relevant experience in a similar organization or busy function  
OR
2. Bachelor's Degree in Human Resource, Data Analytics with at least 4 years relevant experience in a similar organization or busy function.
3. Relevant professional qualification as applicable to the role is an added advantage.

## **15. Payroll Specialist**

### **JOB INFORMATION**

<b>Department/Division</b>	: Human Resources and Administration
<b>Section/Unit</b>	: Human Resources Management
<b>Location</b>	: Headquarters
<b>Reports to</b>	: Head of Human Resources and Administration and Manager, Talent & Performance Management
<b>Responsible for</b>	:
<b>Job Grade</b>	:

### **PURPOSE OF THE JOB**

This position is responsible for processing the payroll information and staff benefits, including making adjustments, allocating benefits and preparing tax information.

### **MAIN RESPONSIBILITIES**

1. Process employee salaries and wages on the set date of every month as per the approved deductions/earnings schedules
2. Create new employees, process transfers, promotions and terminations into the Payroll system as per approvals ensuring allocation to the correct cost Centre for purposes of allocating the expenses.
3. Remit monthly statutory payments to the relevant authority before the due dates.
4. Input data into payroll and administrative databases and software programs
5. Calculate wages, benefits, tax deductions, commissions, etc.
6. Maintain accurate records of payroll documentation and transactions
7. Respond to payroll-related inquiries and resolve concerns
8. Perform account balance and payroll reconciliations
9. Serve as liaison with ICT staff regarding payroll system concerns
10. Prepare new pay codes and make recommendations regarding tax status
11. Administer employee compensation integration with sick leave and monitor insurance premium billings
12. Prepare financial reports for accounting and auditing purposes
13. Prepare periodic payroll reports for review by management
14. Ensure compliance with tax laws and payroll regulations
15. Support all internal and external audits related to payroll.
16. Perform other related duties assigned.

## **REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE**

### **Academic and Professional Qualifications**

1. Master's Degree in Business Administration, Commerce, Accounting, Bookkeeping with at least 3 years relevant experience in a similar organization or busy function  
**OR**
2. Bachelor's Degree in Business Administration, Commerce, Accounting, Bookkeeping with at least 5 years relevant experience in a similar organization or busy function
3. Relevant professional qualification as applicable to the role is an added advantage.

### **How to apply**

The interested candidates must submit only hard copies of relevant documents to WASAC Group Ltd **secretariat** in a sealed envelope **clearly indicating the position and the company** applied to; (**Example: WASAC Group Ltd, WASAC Utility Ltd or WASAC Development Ltd**).

For more details about **Job information, Purpose of the job and Main responsibilities**; please visit WASAC Group Website: [www.wasac.rw](http://www.wasac.rw)

The interested applicants should submit their hard copies of documents required not **later than...07<sup>th</sup> /...May /2025 at 05:00pm.**

**These are Documents required to be submitted:**

- ✓ Job application clearly indicating **the position and the company** applied for;
- ✓ Updated curriculum vitae;
- ✓ A copy of Degrees;
- ✓ Copy of professional certificates;
- ✓ A copy of Service certificates as the proof of the related working experience is a **MUST** where working experience is required;
- ✓ Copy of ID

**The candidates who have not followed the above instructions will be automatically rejected and the only selected candidates will be contacted.**

Done at Kigali on, .....

**Prof. Omar MUNYANEZA**  
**Chief Executive Officer**