Document Controller

PROJECT DESCRIPTION

Ruzizi III Energy Limited (“REL”) is registered in Rwanda to develop the Ruzizi III hydroelectric power plant (“Project”). REL’s shareholders are SN Power (owned by Scatec ASA) and Industrial Promotion Services.

The Project is a 206 MW hydropower plant located on the border between DRC and Rwanda on the Ruzizi River, between Lake Kivu and Lake Tanganyika. It will be part of the Ruzizi Cascade, already equipped by Ruzizi I and Ruzizi II projects, and will be located approximately 13 km downstream of the Ruzizi II dam.

OBJECTIVES

Manage the intake, handling, and storage of documentation for REL.

REPORTING LINE

Project Direct Report: Project Services Manager

MAIN DUTIES

- Handling intake, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for colleagues.
- Designing and maintaining templates for documents, file types, and document databases.
- Drafting documents.
- Checking and editing documents for accuracy and compliance with REL formats.
- Controlling the flow of documents in and out of teams/REL.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting colleagues with accessing documents through REL’s document management system.
- Taking meeting minutes.

COMPETENCIES / REQUIREMENTS

- A bachelor’s degree in administration, information technology, or a similar field.
- Two years’ experience in document management.
- Fluency in English and French.
- Experience of document management systems like Sharepoint or similar.
- Excellent writing skills: able to take minutes of meetings
- Ability to learn new document and project management systems.
- Must have excellent computer skills and be proficient in Adobe Acrobat, Microsoft Office Word, Excel and PowerPoint.
- Must exhibit a positive/professional attitude, and ability to work independently and with team
- Ability to perform work accurately and thoroughly with great attention to detail.
- Time-oriented approach to handling queries and tasks.
- Good communication skills.

WORK LOCATION

The base location will be REL’s offices in Kigali, Rwanda. Travel to the Project site area may be required.

To apply, please send a cover letter and resume to jobs@ruzizienergy.com by October 31, 2021.