RURA JOB ADVERTISEMENT

14 JOB POSITIONS AT THE RWANDA UTILITIES REGULATORY AUTHORITY
(Deadline for submission: 18 March 2026)

Date of advertisement: 05 March 2026

Background

The Rwanda Utilities Regulatory Authority (RURA) is a statutory body established by Law Nº 09/2013 of 01/03/2013 to regulate public utilities in various sectors, such as Telecommunications, Energy, Water and Transport. RURA's mandate is to promote free and fair competition, protect the rights of consumers and balance the interests of all stakeholders, promote availability of affordable quality services to all; and lead in the development of the public utilities sector.

RURA is seeking acquiring competent talent on different positions.

Available Positions – (14 Positions)

SN	Position name	Required Staff	Department
1.	Technical Advisor	1	DG Office
2.	Technical Advisor	1	DDG Office
3.	Economist	1	ICT
4.	Water Production Senior Engineer	2	Water
5.	Water Distribution Senior Engineer	1	Water
6.	Liquid Waste Regulation Specialist	1	Water
7.	Data analyst (Specialist)	2	Data Team
8.	Data Engineer (Specialist)	2	Data Team
9.	Data Scientist (specialist)	3	Data Team
10.	Information security specialist	1	IS
11.	Administrative Assistant	1	DDG Office
12.	Administrative Assistant	1	Water
13.	Administrative Assistant	1	ICT
14.	Administrative assistant	1	Nuclear

How to Apply:

Each position has a dedicated online application link for submitting your documents. Candidates may only apply through the official online portal corresponding to their selected position. The **Position-Specific Application Links** are indicated in the following table**:**

SN	Position name	Application Link
1.	Technical Advisor – DG Office	https://recruitment.rura.rw/jobs/technical-advisor-dg-office/details

SN	Position name	Application Link
2.	Technical Advisor – DDG Office	https://recruitment.rura.rw/jobs/technical-advisor-ddg-office/details
3.	Economist - ICT	https://recruitment.rura.rw/jobs/economist-ict/details
4.	Water Production Senior Engineer- Water	https://recruitment.rura.rw/jobs/water-production-senior-engineer/details
5.	Water Distribution Senior Engineer - Water	https://recruitment.rura.rw/jobs/water-distribution-senior-engineer/details
6.	Liquid Waste Regulation Specialist - Water	https://recruitment.rura.rw/jobs/liquid-waste-regulation-specialist/details
7.	Data analyst (Specialist)	https://recruitment.rura.rw/jobs/data-analyst-specialist/details
8.	Data Engineer (Specialist)	https://recruitment.rura.rw/jobs/data-engineer-specialist/details
9.	Data Scientist (specialist)	https://recruitment.rura.rw/jobs/data-scientist-specialist/details
10.	Information security specialist - IS	https://recruitment.rura.rw/jobs/information-security-specialist/details
11.	Administrative Assistant - DDG	https://recruitment.rura.rw/jobs/administrative-assistant-ddg-office/details
12.	Administrative Assistant - Water	https://recruitment.rura.rw/jobs/administrative-assistant-to-the-head-of-department-of-water-and-sanitation/details
13.	Administrative Assistant - ICT	https://recruitment.rura.rw/jobs/administrative-assistant-ict/details
14.	Administrative assistant - Nuclear	https://recruitment.rura.rw/jobs/administrative-assistant-to-the-head-of-nuclear-and-radiation-protection-department/details

Important Notes

▪ As the examinations will be conducted in parallel, applicants are required to apply for only one (1) position. Candidates who qualify for multiple positions must select and apply for only one position.
▪ A copy of the equivalence certificate from HEC for foreign academic degrees.
▪ Applications not received through the correct link will not be considered

1. Technical Advisor – DG OFFICE

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Technical Advisor
Number of Positions: 1
Department: DG Office
Reports To: Director General

Position Summary: The Technical Advisor, is responsible for providing strategic and technical guidance to the DG with regard to the running and management of the Office of Director General. This role involves analyzing, summarizing, and providing recommendations on briefs and files for approval by the Director General, encompassing both regulatory and corporate services. The Technical Advisor plays a critical role in advising the Director General on complex regulatory issues, corporate strategy, and policy matters, contributing to the overall effectiveness and efficiency of RURA's operations.

Key Responsibilities:

Strategic and Technical Advice:

- Provide strategic and technical advice to the Director General on a wide range of regulatory and corporate matters, including policy formulation, legal interpretation, and organizational development.
- Analyze complex issues, conduct research, assessments and develop recommendations to support decision-making processes and ensure alignment with RURA's objectives and priorities.

Brief Analysis and Summarization:

- Review and analyze briefs, reports, and documents submitted to the Director General, summarizing key points, highlighting implications, and providing insightful recommendations for action.
- Ensure that all materials presented to the Director General are accurate, comprehensive, and presented in a clear and concise manner, facilitating informed decision-making.

Regulatory Oversight:

- Monitor regulatory developments, trends, and best practices in the utility sector, providing updates and recommendations to the Director General on emerging issues and potential impacts on RURA's regulatory framework.
- Collaborate with internal departments and external stakeholders to assess regulatory compliance, identify gaps, and propose regulatory interventions or reforms as needed.

Corporate Services Advisory:

- Advise the Director General on matters related to corporate governance, organizational structure, human resources, finance, and administrative policies and procedures.
- Provide guidance on strategic initiatives, operational efficiency improvements, and performance optimization strategies to enhance RURA's corporate services functions.

Stakeholder Engagement:

- Represent the Office of the Director General in meetings, forums, and working groups with internal and external stakeholders, fostering productive relationships and promoting RURA's interests and objectives.
- Engage with government agencies, industry stakeholders, and other relevant entities to gather input, exchange information, and advocate for regulatory and corporate service priorities.

Required Qualifications:

Education and Experience:

- Minimum of a Master's degree in Business Administration, Public Administration, Law, Economics, Public policy management, Strategic Management, Development Studies and Social Sciences with a minimum of 2 years of relevant experience.

Or

- Bachelor's degree in Business Administration, Public Administration, Law, Economics, Public policy management, Strategic Management, Development Studies and Social Sciences with at least 5 years of relevant experience.

Skills and competencies:

- In-depth knowledge of regulatory frameworks, governance principles, and industry best practices in the utility sector.

- Strong analytical, critical thinking, and problem-solving skills, with the ability to synthesize complex information and develop strategic recommendations.

- Excellent communication, negotiation, and stakeholder management abilities, with a track record of building effective relationships at senior levels.

- Proven leadership skills, with the ability to work independently, influence decision-making processes, and drive organizational change.

- Excellent Report writing skills and presentation skills

- Excellent knowledge of Microsoft desk products,

- Conceptual and Analytical skills,

- Demonstrated commitment to integrity, professionalism, and ethical conduct.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

2. Technical Advisor - DDG Office

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Technical Advisor
Number of Positions: 1
Department: DDG Office
Reports To: Deputy Director General

Position Summary: The Technical Advisor, is responsible for providing strategic and technical guidance to the DDG with regard to the running and management of the Office of Deputy Director General. This role involves analyzing, summarizing, and providing recommendations on briefs and files for approval by the Deputy Director General, encompassing both regulatory and corporate services. The Technical Advisor plays a critical role in advising the Deputy Director General on complex regulatory issues, corporate strategy, and policy matters, contributing to the overall effectiveness and efficiency of RURA's operations.

Key Responsibilities:

Strategic and Technical Advice:

- Provide strategic and technical advice to the Director General on a wide range of regulatory and corporate matters, including policy formulation, legal interpretation, and organizational development.
- Analyze complex issues, conduct research, assessments and develop recommendations to support decision-making processes and ensure alignment with RURA's objectives and priorities.

Brief Analysis and Summarization:

- Review and analyze briefs, reports, and documents submitted to the Director General, summarizing key points, highlighting implications, and providing insightful recommendations for action.
- Ensure that all materials presented to the Director General are accurate, comprehensive, and presented in a clear and concise manner, facilitating informed decision-making.

Regulatory Oversight:

- Monitor regulatory developments, trends, and best practices in the utility sector, providing updates and recommendations to the Director General on emerging issues and potential impacts on RURA's regulatory framework.
- Collaborate with internal departments and external stakeholders to assess regulatory compliance, identify gaps, and propose regulatory interventions or reforms as needed.

Corporate Services Advisory:

- Advise the Director General on matters related to corporate governance, organizational structure, human resources, finance, and administrative policies and procedures.

- Provide guidance on strategic initiatives, operational efficiency improvements, and performance optimization strategies to enhance RURA's corporate services functions.

Stakeholder Engagement:

- Represent the Office of the Director General in meetings, forums, and working groups with internal and external stakeholders, fostering productive relationships and promoting RURA's interests and objectives.
- Engage with government agencies, industry stakeholders, and other relevant entities to gather input, exchange information, and advocate for regulatory and corporate service priorities.

Required Qualifications:

Education and Experience:

- Minimum of a Master's degree in Business Administration, Public Administration, Law, Economics, Public policy management, Strategic Management, Development Studies and Social Sciences with a minimum of 2 years of relevant experience.

Or
- Bachelor's degree in Business Administration, Public Administration, Law, Economics, Public policy management, Strategic Management, Development Studies and Social Sciences with at least 5 years of relevant experience.

Skills and competencies:

- In-depth knowledge of regulatory frameworks, governance principles, and industry best practices in the utility sector.
- Strong analytical, critical thinking, and problem-solving skills, with the ability to synthesize complex information and develop strategic recommendations.
- Excellent communication, negotiation, and stakeholder management abilities, with a track record of building effective relationships at senior levels.
- Proven leadership skills, with the ability to work independently, influence decision-making processes, and drive organizational change.
- Excellent Report writing skills and presentation skills
- Excellent knowledge of Microsoft desk products,
- Conceptual and Analytical skills,
- Demonstrated commitment to integrity, professionalism, and ethical conduct.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

3. Administrative Assistant – DDG Office

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Administrative Assistant
Number of Positions: 1
Department: DDG Office
Reports To: Deputy Director General

Position Summary: Provides professional, confidential, secretarial and administrative support to the Deputy Director General through effective communication. This role involves managing schedules, handling correspondence, and performing office administrative tasks to ensure efficient workflow and effective communication within the office. Serves as the primary point of contact for internal stakeholders on matters pertaining to the Office of the DDG. This role is very critical in providing high-level, confidential administrative support to the Office of the DDG.

Key Responsibilities:

Administrative Support:

- Perform and provide secretarial duties and administrative support, provide efficient and effective administrative/secretarial services to facilitate the achievement of intended objectives,
- Provide general administrative support to the Deputy Director General, including photocopying, scanning, printing, and binding documents, as well as managing office supplies and equipment.
- Assist in preparing expense reports and processing invoices for the Deputy Director General's office.

Calendar Management:

- Manage the Deputy Director General's calendar, schedule appointments, meetings, and travel arrangements, and coordinate logistics to optimize time management and productivity.
- Prioritize and schedule appointments based on the Deputy Director General's availability and strategic priorities.

Correspondence and Communication:

- Draft, review, and distribute correspondence, emails, memos, and reports on behalf of the Deputy Director General, ensuring accuracy, clarity, and professionalism in all communications.
- Serve as a point of contact for internal and external stakeholders, screening calls, responding to inquiries, and directing requests to the appropriate personnel.

Document Management and Filing:

- Maintain organized filing systems, both electronic and physical, for documents, records, and reference materials related to the Deputy Director General's office.
- Retrieve and archive documents, correspondence, and reports as needed, ensuring confidentiality and accessibility of information.

Travel Coordination:

- Arrange domestic and international travel arrangements for the Deputy Director General, including booking flights, hotels, transportation, and visa processing, and preparing travel itineraries.
- Ensure travel arrangements are in compliance with organizational policies and travel guidelines.

Confidentiality and Discretion:

- Handle sensitive and confidential information with the utmost discretion and professionalism, maintaining confidentiality and integrity in all interactions and communications.
- Adhere to ethical standards and organizational policies regarding the handling of confidential information and data privacy.

Required Qualifications:

Education and Experience:

- Minimum of a Bachelor's degree in Business Administration, Office Management, Public Administration, Management, International Relations, Public Relations, law and other social sciences.

Skills and competencies:

- Proficiency in office productivity software, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), as well as calendar and scheduling tools.
- Strong organizational and time management skills, with the ability to multitask, prioritize tasks, and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact professionally with individuals at all levels, both internally and externally.
- Attention to detail and accuracy in managing documents, correspondence, and administrative tasks.
- Ability to maintain confidentiality, exercise discretion, and handle sensitive information with tact and diplomacy.
- Flexibility and adaptability to changing priorities and demands, with a proactive and problem-solving mindset.
- Previous experience in a corporate or nonprofit environment, and knowledge of administrative procedures and protocols, is an advantage.
- Interpersonal skills with experience providing complex administrative support in a high-profile environment, handling of confidential sensitive information
- Knowledge of the RURA and departmental policies and procedures.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

4. Administrative Assistant - ICT

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Administrative Assistant
Number of Positions: 1
Department: ICT
Reports To: Head of ICT Department
Position Summary: Provides administrative and clerical support to ensure the efficient operation of the department. Manages correspondence, organizes meetings, maintains departmental records, and assists with various administrative tasks. The Administrative Assistant serves as the primary point of contact for internal and external stakeholders, liaising with staff, clients, and partners on behalf of the Head of Department. Verifies the format and substance of documents submitted to the Head of Department, prepares the agenda, including appointment schedules, managing official correspondence, dispatch documents, preparing and/or editing documents such as reports, memos, and presentations, making logistical arrangements for all meetings chaired by the Head of Department and organizing travel documents.

Key Responsibilities:

Office Management:

- Manage the day-to-day operations of the ICT Department office, including handling incoming calls, emails, and correspondence.
- Maintain departmental records, files, and databases, ensuring accuracy, completeness, and confidentiality.

Meeting Coordination:

- Schedule and coordinate meetings, appointments, and travel arrangements for the Head of ICT Department.
- Prepare meeting agendas, materials, and presentations, and take minutes during meetings as required.

Communication and Correspondence:

- Draft, edit, and proofread correspondence, reports, and other documents on behalf of the Head of Department.
- Respond to inquiries, requests, and complaints from internal and external stakeholders in a timely and professional manner.

Document Management:

- Organize and maintain departmental documents, records, and files, both electronic and physical, ensuring easy retrieval and accessibility.
- Assist in the preparation, distribution, and filing of regulatory documents, notices, and publications as needed.

Administrative Support:

- Provide general administrative support to the Head of Department and departmental staff, including photocopying, scanning, faxing, and filing documents.
- Assist in the preparation of departmental budgets, expense reports, and procurement requests.

Stakeholder Engagement:

- Serve as a liaison between the Department and internal departments, external agencies, and stakeholders, facilitating communication and collaboration.
- Coordinate meetings, events, and workshops involving departmental staff and external partners.

Records Management:

- Maintain an organized filing system for departmental records, ensuring compliance with record retention policies and regulations.
- Assist in the archiving and disposal of obsolete records and documents in accordance with established procedures.

Required Qualification:

Education and Experience:

- Minimum of a Bachelor's degree in Business Administration, Office Management, Public Administration, Management, International Relations, Public Relations, law and other social sciences.

Skills and competencies

- Strong organizational, time management, and multitasking skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact professionally with individuals at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Attention to detail and accuracy in data entry, document preparation, and recordkeeping.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience working with government agencies, regulatory bodies, or ICT-related organizations is desirable.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

5. Economist - ICT

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Economist
Number of Positions: 1
Department: ICT
Reports To: Division Manager, Competition Division.

Position Summary: Holds a pivotal role in conducting economic analysis, providing strategic insights, and supporting regulatory decision-making processes concerning competition in the telecommunications sector. This position entails analyzing market dynamics, assessing regulatory impacts, and recommending policy interventions to foster fair competition, enhance market efficiency, and achieve regulatory objectives. The Economist is tasked with establishing pricing mechanisms, fair competition practices, and sector performance indicators to promote efficiency, affordability, predictability, and profitability within the Telecommunication value chain. Spearheads research programs and provide recommendations toward the development of regulated sectors.

Key Responsibilities:

Economic Analysis:

- Conduct in-depth economic analysis of the ICT sector, including market structure, competition dynamics, and regulatory impacts.
- Conduct in-depth ICT licensee's performance in line with their license obligations
- Work closely with the data analyst and the Statistician for the analysis of ICT sector performance to uncover insights and trends of ICT sector development.
- Analyze the business plan for new ICT service provider license applications.

Strategic Insights:

- Provide strategic insights and recommendations to support regulatory decision-making processes related to competition, market efficiency, and consumer welfare.

Market Monitoring and Reporting:

- Monitor key performance indicators (KPIs) and market trends in the telecom sector to identify emerging issues and competitive concerns.
- Prepare regular reports, presentations, and policy briefs on market developments, competition issues, and regulatory initiatives.

Policy Interventions:

- Recommend policy interventions and regulatory measures to promote fair competition, enhance market efficiency, and achieve regulatory objectives in the telecommunications sector.

Pricing Mechanisms:

- Analyze cost structures, cost allocation methodologies, and pricing strategies of licensees to ensure fair and non-discriminatory pricing
- Analyzing pricing mechanisms and frameworks to ensure fairness, transparency, and affordability for consumers while maintaining profitability and sustainability for licensed operators.

Fair Competition Practices:

- Contribute and implement fair competition practices to prevent anti-competitive behavior and ensure a level playing field for all market participants.

Sector Performance Indicators:

- Define and monitor sector performance indicators to assess the efficiency, effectiveness, and competitiveness of the telecommunications market.

Research Programs:

- Design and oversee research programs to gather data, analyze trends, and identify emerging issues in the telecommunications sector.

Reporting and Regulatory Recommendations:

- Prepare reports, presentations, and policy briefs for senior management, regulatory authorities, and other stakeholders to communicate research findings, policy recommendations, and regulatory updates
- Provide regulatory recommendations based on economic analysis and research findings to support the development and implementation of effective regulatory policies and strategies.

Regulatory Impact Assessment:

- Assess the impact of regulatory interventions, policies, and market interventions on competition and consumer welfare; and
- Perform any other tasks that may be assigned by the supervisor.

Required qualifications:

Education and Experience:

- Minimum a Bachelor's degree in Economics, Business Administration, Accounting or Finance.

Skills and competencies

- Understanding of microeconomic principles, competition policy, and regulatory economics.
- Proficiency in statistical analysis and econometric modeling techniques.

- Excellent research, analytical, and problem-solving skills.
- Effective communication and presentation skills, with the ability to convey complex economic concepts to non-technical audiences.
- Demonstrated ability to work independently and collaboratively in a multidisciplinary team environment.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

6. Administrative Assistant - Water and Sanitation

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Administrative Assistant
Number of Positions: 1
Department: Water and Sanitation
Reports To: Head of ICT Department

Position Summary: Provides administrative and clerical support to ensure the efficient operation of the department. This role involves managing correspondence, organizing meetings, maintaining departmental records, and assisting with various administrative tasks. The Administrative Assistant serves as the primary point of contact for internal and external stakeholders, liaising with staff, clients, and partners on behalf of the Head of Water Department.

Key Responsibilities:

Office Management:

- Manage the day-to-day operations of the Water and Sanitation Department office, including handling incoming calls, emails, and correspondence.
- Maintain departmental records, files, and databases, ensuring accuracy, completeness, and confidentiality.

Meeting Coordination:

- Schedule and coordinate meetings, appointments, and travel arrangements for the Head of water Department.
- Prepare meeting agendas, materials, and presentations, and take minutes during meetings as required.

Communication and Correspondence:

- Draft, edit, and proofread correspondence, reports, and other documents on behalf of the Head of water Department.
- Respond to inquiries, requests, and complaints from internal and external stakeholders in a timely and professional manner.

Document Management:

- Organize and maintain departmental documents, records, and files, both electronic and physical, ensuring easy retrieval and accessibility.
- Assist in the preparation, distribution, and filing of regulatory documents, notices, and publications as needed.

Administrative Support:

- Provide general administrative support to the Head of water Department and departmental staff, including photocopying, scanning, faxing, and filing documents.

- Assist in the preparation of departmental budgets, expense reports, and procurement requests.

Stakeholder Engagement:

- Serve as a liaison between the water Department and internal departments, external agencies, and stakeholders, facilitating communication and collaboration.

- Coordinate meetings, events, and workshops involving departmental staff and external partners.

Records Management:

- Maintain an organized filing system for departmental records, ensuring compliance with record retention policies and regulations.

- Assist in the archiving and disposal of obsolete records and documents in accordance with established procedures.

Required Qualifications:

Education and Experience:

- Minimum of a Bachelor's degree in Business Administration, Office Management, Public Administration, Management, International Relations, Public Relations, law and other social sciences.

Skills and competencies

- Strong organizational, time management, and multitasking skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact professionally with individuals at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Attention to detail and accuracy in data entry, document preparation, and recordkeeping.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience working with government agencies, regulatory bodies, or transportation-related organizations is desirable.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

7. Administrative Assistant - Nuclear

Organization: Rwanda Utilities Regulatory Authority (RURA)
Position Title: Administrative Assistant
Number of Positions: 1
Department: Water and Sanitation
Reports To: Head of ICT Department

Position Summary: Provides administrative and clerical support to ensure the efficient operation of the department. This role involves managing correspondence, organizing meetings, maintaining departmental records, and assisting with various administrative tasks. The Administrative Assistant serves as the primary point of contact for internal and external stakeholders, liaising with staff, clients, and partners on behalf of the Head of Water Department.

Key Responsibilities:

Office Management:

- Manage the day-to-day operations of the Water and Sanitation Department office, including handling incoming calls, emails, and correspondence.
- Maintain departmental records, files, and databases, ensuring accuracy, completeness, and confidentiality.

Meeting Coordination:

- Schedule and coordinate meetings, appointments, and travel arrangements for the Head of water Department.
- Prepare meeting agendas, materials, and presentations, and take minutes during meetings as required.

Communication and Correspondence:

- Draft, edit, and proofread correspondence, reports, and other documents on behalf of the Head of water Department.
- Respond to inquiries, requests, and complaints from internal and external stakeholders in a timely and professional manner.

Document Management:

- Organize and maintain departmental documents, records, and files, both electronic and physical, ensuring easy retrieval and accessibility.
- Assist in the preparation, distribution, and filing of regulatory documents, notices, and publications as needed.

Administrative Support:

- Provide general administrative support to the Head of water Department and departmental staff, including photocopying, scanning, faxing, and filing documents.

- Assist in the preparation of departmental budgets, expense reports, and procurement requests.

Stakeholder Engagement:

- Serve as a liaison between the water Department and internal departments, external agencies, and stakeholders, facilitating communication and collaboration.

- Coordinate meetings, events, and workshops involving departmental staff and external partners.

Records Management:

- Maintain an organized filing system for departmental records, ensuring compliance with record retention policies and regulations.

- Assist in the archiving and disposal of obsolete records and documents in accordance with established procedures.

Required Qualifications:

Education and Experience:
- Minimum of a Bachelor's degree in Business Administration, Office Management, Public Administration, Management, International Relations, Public Relations, law and other social sciences.

Skills and competencies

- Strong organizational, time management, and multitasking skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact professionally with individuals at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Attention to detail and accuracy in data entry, document preparation, and recordkeeping.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience working with government agencies, regulatory bodies, or transportation-related organizations is desirable.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

8. Water Production Senior Engineer - Water and Sanitation

Organization: Rwanda Utilities Regulatory Authority (RURA)
Job Title: Water Production Senior Engineer
Reporting to: Division Manager Water and Sanitation Technical Division
Department: Water and Sanitation
Number of position: 2

Position Summary: Plays a critical role in ensuring the provision of safe and high-quality water to consumers. Is responsible for overseeing all aspects of water production, from source to distribution, to ensure compliance with regulatory standards and safeguard public health. The Water Production Senior Engineer is expected to implement best practices in water treatment and production, and collaborate with internal and external stakeholders to achieve departmental objectives.

Key Responsibilities:

Production Oversight:

- Oversee water production operations to ensure the consistent and efficient supply of quality water to consumers.
- Monitor water production processes including water sourcing and treatment to optimize water treatment performance.
- Implement strategies to improve production efficiency, reduce losses, and enhance operational resilience.
- Assess water treatment processes and ensure that applied chemicals optimize treatment processes and all treatment plants have well equipped laboratories with trained and qualified staff;
- Analyze the designs, operation and management of water supply infrastructure for the assessment of license applications
- Initiate relevant regulatory tools (regulations and guidelines) for sound regulation of water sector;

Quality Assurance:

- Develop and enforce quality control procedures to ensure that water produced meets or exceeds regulatory standards and is safe for human consumption.
- Co-develop and propose Key Performance Indicators for water regulation
- Monitor and track key performance indicators (KPIs) to measure the performance of water utilities.
- Conduct regular inspections to water sources and water treatment facilities to assess compliance with quality parameters.
- Monitor Utility laboratories including equipment and personnel to ensure that water samples are well collected and analyzed and results well interpret ted and propose corrective actions as necessary to address deviations from standards.
- Assist in the development of standards for drinking water quality,
- Conduct water quality control and quality assurance to water service providers and enforce laws in case of non-compliance.

Regulatory Compliance:

- Stay abreast of relevant laws, regulations, and industry standards pertaining to water quality and production practices.
- Ensure that all production activities adhere to regulatory requirements and environmental regulations, maintaining necessary permits and certifications.
- Prepare and submit reports to regulatory agencies as required, documenting compliance status and any remedial actions taken.
- Initiate and conduct planned and ad-hoc technical audits and inspection to monitor the quality of service as well as the sustainability of water supply infrastructure;
- Monitor and evaluate the performance of licensed service providers and prepare annual sector performance reports;

Infrastructure Maintenance:

- Oversee the maintenance and upkeep of water production infrastructure, including treatment plants, pumping stations, reservoirs, and pipelines.
- Develop preventive maintenance schedules and coordinate repair activities to minimize downtime and ensure operational reliability.
- Collaborate with engineering and maintenance teams to identify opportunities for infrastructure upgrades or optimization.
- Assess water projects that require approval for implementation by service providers including designs and Bill of quantities,
- Monitor the inclusion of climate resilience and water safety plan in all water treatment projects to mitigate effects of climate impacts and follow up of their implementation.

Team Leadership and Development:

- Provide leadership and guidance to production staff, fostering a culture of teamwork, accountability, and continuous improvement.
- Conduct performance evaluations, training sessions, and professional development activities to enhance the skills and capabilities of team members.
- Foster a safe working environment by promoting adherence to safety protocols and implementing measures to mitigate occupational hazards.

Stakeholder Engagement:

- Collaborate with internal departments, regulatory agencies, government authorities, and community stakeholders to address water-related issues and promote public awareness.
- Participate in meetings, forums, and workshops to exchange knowledge, share best practices, and advocate for sustainable water management initiatives.
- Respond to inquiries and complaints from consumers regarding water quality or service delivery, striving to resolve issues in a timely and customer-focused manner.

Required Qualifications:

Education and experience:

- Minimum of a Master's degree in Water Resources Management, Civil Engineering, Environmental Engineering and Chemical Engineering.

Or

- Minimum of a Bachelor's degree in water resources management, Civil Engineering, Environmental Engineering and Chemical Engineering with minimum of 3 years of experience .

Skills and competencies

- Thorough understanding of water treatment processes, quality assurance protocols, and regulatory requirements.
- Strong leadership skills, with the ability to motivate and develop a diverse team of professionals.
- Excellent communication and interpersonal abilities, with a track record of building effective relationships with stakeholders at all levels.
- Analytical mindset with problem-solving capabilities, particularly in identifying and resolving technical challenges.
- Proficiency in relevant software applications for data analysis, reporting, and project management.
- Commitment to RURA's mission of ensuring reliable and sustainable utility services for all citizens.
- Demonstrated commitment to integrity, ethical conduct, and environmental stewardship.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

9. Water Distribution Senior Engineer - Water and Sanitation Department

Organization: Rwanda Utilities Regulatory Authority (RURA)
Title: Water Distribution Senior Engineer
Reports to: Division Manager – Water and Sanitation Technical Division
Department: Water and Sanitation Department
Number of positions: 1

Position Summary: The Water Distribution Senior Engineer is responsible for overseeing the design, operation, and maintenance of water distribution systems to ensure safe, reliable, and efficient water service delivery. This role involves monitoring and ensuring compliance with regulatory standards, and optimizing water distribution infrastructure. The Senior Engineer also leads efforts to address water distribution challenges, reduce water loss, and improve service delivery in line with national and regulatory goals.

Key Responsibilities:

Water Distribution System Management:

- Monitor the planning, design, and operation of water distribution systems, including pipelines, reservoirs, and pumping stations, ensuring effective water supply to meet demand.
- Oversee the daily operation and maintenance of water distribution infrastructure, ensuring that systems function efficiently and meet service delivery standards.
- Ensure that water distribution systems are operated in compliance with safety, quality, and environmental standards, as set by regulatory authorities.
- Monitor the integrity of water distribution infrastructure and identify issues such as leaks, equipment failures, or operational inefficiencies.

Supervision and Team Leadership:

- Lead and mentor young engineering teams, providing technical support and ensuring adherence to best practices in water distribution management.
- Coordinate and monitor water service providers' installation, repair, and maintenance of water distribution systems, ensuring that activities are carried out effectively and safely.
- Conduct performance evaluations for team members and support their professional development through training and skill-building initiatives.

Infrastructure Planning and Development:

- Monitor the planning and development of new water distribution infrastructure, including pipeline extensions, pressure management systems, and reservoir upgrades.
- Collaborate with the Division Manager and external stakeholders on infrastructure development projects, ensuring that they meet technical specifications and regulatory requirements.
- Evaluate the capacity of existing water distribution systems and make recommendations for upgrades or expansions to meet future water demand.

- Participate in various sector planning and monitor feasibility studies and design reviews for new water infrastructure projects, providing technical input and recommendations for system improvements.
- Assess water projects that require approval for implementation by service providers including designs and Bill of quantities,
- Monitor the inclusion of climate resilience and water safety plan in all water distribution projects to mitigate effects of climate impacts and follow up of their implementation,

Water Loss Management:

- Ensure the collection and analysis of data on water loss and ensure that Water utilities report on their performance and identify areas for improvement
- Monitor Utility efforts to reduce water loss through proactive leak detection, pressure management, and system optimization.
- Monitor metering, water distribution and maintenance of infrastructure.
- Monitor water loss data and identify areas of improvement, coordinating with field teams to address leaks, illegal connections, or inefficiencies in the distribution network.
- Propose Regulations, guidelines and standards for water utilities to adopt losses reduction protocols;
- Enforce compliance with rules, regulations and propose any enforcement actions for failures,
- Initiate awareness campaigns and efforts for water loss reduction and water conservation practices

Regulatory Compliance and Quality Assurance:

- Ensure compliance with water quality and service delivery standards.
- Oversee the collection and testing of water samples to ensure that water quality meets safety and health standards throughout the distribution system.
- Prepare and submit reports to regulatory authorities detailing water distribution performance, compliance issues, and improvement plans.
- Initiate relevant regulatory tools (regulations and guidelines) for the sound regulation of the water distribution,
- Develop and enforce technical guidelines for the installation, operation, and maintenance of water distribution infrastructure, ensuring consistency with industry best practices.
- Co-develop and propose Key Performance Indicators for water regulation
- Monitor and track key performance indicators (KPIs) to measure the performance of water utilities
- Participate in the development of drinking water quality standards;
- Assess applications for licenses in water supply

Stakeholder Engagement:

- Co-organize stakeholders' engagements including meetings, consultations, workshops, etc,
- Collaborate with water utilities, contractors, and government agencies to ensure the successful execution of water distribution projects and initiatives.
- Engage with community representatives and consumers to address concerns related to water distribution services, including interruptions, service quality, and water access.

- Participate in public consultations, workshops, and forums on water distribution activities and gather input from stakeholders.
- Prepare stakeholders' consultation meeting reports

Data Analysis and Reporting:

- Monitor and analyze data from water distribution systems, such as flow rates, pressure levels, and service continuity, to identify trends and areas for improvement.
- Collect data and prepare detailed reports on the performance of water distribution systems, including water loss, customers, billing, collection, water quality, system reliability, and maintenance activities, for internal and external stakeholders.
- Monitor the performance of water service providers and prepare the sector performance report,
- Use Geographic Information System (GIS) tools and hydraulic models to analyze the efficiency and capacity of water distribution networks.

Emergency Response and Maintenance:

- Develop and implement emergency response plans for water distribution system failures, ensuring quick restoration of services in the event of breakdowns or natural disasters.
- Coordinate and oversee maintenance activities, including scheduled maintenance, emergency repairs, and infrastructure replacements, to minimize service disruptions.
- Ensure that all maintenance activities are carried out in a manner that prioritizes safety and minimizes environmental impact.

Required Qualifications:

Education and Experience:
- Master's degree in Civil Engineering, Water supply Management, Environmental Engineering.

Or

- Minimum of a Bachelor's degree in Civil Engineering, Water and Environmental Engineering with minimum of 3 years of experience in water distribution engineering.

Skills and Competencies:
- Strong knowledge of water distribution systems, hydraulic modeling, and water treatment processes and distribution.
- Proficiency in GIS tools, hydraulic simulation software, and data analysis for water distribution network design and management.
- Excellent leadership and team management skills, with the ability to oversee large-scale engineering projects and coordinate multidisciplinary teams.
- Strong problem-solving skills, with the ability to analyze complex technical challenges and provide practical solutions.
- Familiarity with water laws, regulations, and industry standards, as well as experience working with regulatory bodies and government agencies.

- Excellent communication and reporting skills to effectively engage with stakeholders and present technical information to both technical and non-technical audiences.
- Ability to work under pressure and manage emergency situations, ensuring quick and effective resolution of water distribution issues.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

10.Liquid Waste Regulation Specialist - Water and Sanitation Department

Organization: Rwanda Utilities Regulatory Authority (RURA)
Title: Liquid Waste Regulation Specialist
Reports to: Division Manager - Water and Sanitation Technical Division
Department: Water and Sanitation Department
Number of Positions: 1

Position Summary: The Sanitation Regulation Specialist is responsible for overseeing the regulation, monitoring, and enforcement of standards for liquid waste and fecal sludge management, including wastewater and sludge treatment, across Rwanda. The role ensures compliance with environmental and health regulations, promotes best practices in sanitation management, and supports the development of sustainable sanitation management infrastructure. The Specialist collaborates with sanitation service providers, government agencies, and community organizations to improve sanitation, protect public health, and safeguard the environment.

Regulatory Oversight:

- Initiate and draft regulations, guidelines, and service standards for the sound regulation of sanitation services especially collection, transportation, treatment, and disposal of sewage and fecal sludge.
- Assess license applications for sanitation services including installation of wastewater treatment, collection, transportation and treatment of wastewater and fecal sludge,
- Initiate the formulation of Key performance indicators for sewage and fecal sludge management;
- Monitor compliance with regulatory requirements by sanitation service providers, wastewater treatment plants.
- Conduct inspections, audits, and assessments of sanitation facilities to ensure they meet environmental and public health standards and perform investigations on wastewater treatment failures and incidents.
- Implement enforcement measures for non-compliance, including issuing fines, corrective action plans, and recommending sanctions when necessary.
- Monitor and evaluate the performance of licensed service providers and prepare annual sector performance reports;
- Contribute in the formulation of sanitation policies and strategies;
- Assess wastewater and fecal sludge treatment processes and ensure they meet effluent standards;
- Initiate any relevant regulatory tools (regulations and guidelines) for sound regulation of water sector;

Sanitation Infrastructure:

- Support the planning and development of sanitation infrastructure, including wastewater treatment plants and fecal sludge treatment facilities.
- Assess sanitation projects that require approval and that will be covered through tariff including engineering designs, bill of quantities and monitor project implementation and service provision;

- Collaborate with municipalities, service providers, and development partners to improve the efficiency and sustainability of sanitation.
- Promote innovative and sustainable technologies for the treatment and reuse of liquid waste, including recycling of wastewater.
- Ensure the proper operation and maintenance of sanitation facilities, including monitoring performance and addressing operational issues.
- Promote and ensure the inclusion of climate resilience and sanitation safety plan in all sanitation projects to mitigate effects of climate impacts and follow up of their implementation

Environmental Protection and Public Health:

- Ensure that sanitation practices align with environmental protection goals, such as reducing water pollution and minimizing the impact of wastewater and fecal sludge on ecosystems.
- Implement programs to monitor and control the discharge of untreated or improperly treated liquid waste into the environment, especially into water bodies.
- Promote public health through the development and enforcement of regulations that prevent the spread of diseases linked to inadequate liquid waste management, including in densely populated and informal settlements.

Stakeholder Engagement and Capacity Building:

- Engage with sanitation service providers, government agencies, NGOs, and communities to promote compliance with regulations and share best practices.
- Organize workshops, consultations, and public awareness campaigns to educate stakeholders about sanitation practices and regulatory requirements.
- Provide training and technical support to sanitation operators to improve their understanding of sanitation technologies, operational procedures, and compliance.
- Work with municipalities and local authorities to improve sanitation services in urban and rural areas.

Data Collection and Reporting:

- Collect and analyze data on liquid and fecal waste generation, treatment, and disposal to identify trends, gaps, and opportunities for improvement in sanitation.
- Develop and maintain databases of sanitation service providers, treatment plants, and regulatory compliance records.
- Prepare and present reports to senior management, government agencies, and stakeholders on practices, compliance levels, and regulatory activities.
- Monitor key performance indicators (KPIs) for sanitation sector, such as the percentage of wastewater treated, reduction in pollution levels, and compliance rates.

Policy Development and Research:

- Contribute to the development of national policies, standards, and strategies related to liquid waste management, including sanitation and environmental sustainability.
- Conduct research on best practices, emerging technologies, and global trends in liquid waste management to inform regulatory and policy decisions.

- Participate in the review and updating of liquid waste management regulations to address emerging challenges, such as urbanization and climate change.

Required Qualifications:

Education and Experience:
- Master's degree in Water & Environmental Engineering, Sanitary Engineering, Civil Engineering, Chemical Engineering.

Or

- A minimum of a Bachelor's degree in Environmental Engineering, Sanitary Engineering, Civil Engineering and Chemical engineering with at least 3 years of relevant experience in sanitation, environmental regulation, or water and sanitation infrastructure

Skills and Competencies:
- Strong knowledge of sanitation especially wastewater treatment technologies, fecal sludge management and environmental protection practices.
- Ability to interpret and apply regulations, standards, and guidelines related to sanitation and public health.
- Excellent analytical skills, with proficiency in data collection, analysis, and reporting to monitor system performance and compliance levels.
- Strong problem-solving skills, with the ability to address operational challenges and propose sustainable solutions for sanitation service management.
- Good communication and collaboration skills, with the ability to engage stakeholders from diverse sectors, including government agencies, service providers, and the public.
- Proficiency in report writing, presentation, and the use of software tools for environmental data management and monitoring.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

11. Information Security Specialist - Corporate Services

Organization: Rwanda Utilities Regulatory Authority (RURA)
Job Title: Information Security Specialist
Reporting to: Division Manager, Information System
Department: Corporate Services
Number of positions: 1

Position Summary: Responsible for developing, implementing, and maintaining information security programs and practices to protect the organization's sensitive data, systems, and infrastructure. This role involves assessing security risks, developing security policies and procedures, conducting security audits and assessments, and implementing security controls to safeguard against cyber threats and data breaches. The Information Security Specialist collaborates with IT teams, business units, and stakeholders to promote a culture of security awareness and compliance with security standards and regulations.

Key Responsibilities:

Information Security Governance:

- Develop, implement, and maintain information security policies, standards, and procedures based on industry best practices and regulatory requirements.
- Establish information security governance frameworks, risk management processes, and compliance programs to ensure the confidentiality, integrity, and availability of organizational assets.

Security Risk Management:

- Identify, assess, and prioritize security risks and vulnerabilities across the organization's systems, applications, and networks using risk assessment methodologies.
- Develop risk mitigation strategies, security controls, and action plans to address identified risks and vulnerabilities and reduce the organization's exposure to cyber threats.

Security Awareness and Training:

- Develop and deliver information security awareness training and education programs for employees, contractors, and third-party vendors to promote security awareness and compliance with security policies.

- Conduct phishing simulations, security awareness campaigns, and employee training sessions to increase awareness of security threats and best practices for safeguarding sensitive information.

Security Incident Response:

- Establish incident response procedures, playbooks, and escalation protocols to effectively respond to security incidents, data breaches, and cyber-attacks.

- Lead incident response activities, including incident detection, analysis, containment, eradication, and recovery, and coordinate with internal teams and external stakeholders to mitigate security risks and minimize impact.

Security Compliance and Auditing:

- Ensure compliance with relevant information security standards, regulations, and industry frameworks, such as ISO 27001, NIST, GDPR, HIPAA, and PCI DSS.
- Conduct security audits, assessments, and compliance reviews to evaluate adherence to security policies, assess security controls effectiveness, and identify areas for improvement.

Security Architecture and Design:

- Provide security guidance and recommendations to IT teams and system architects during the design, development, and implementation of new systems, applications, and infrastructure.
- Review system architecture designs, technical specifications, and security controls to ensure alignment with security requirements and principles.

Security Monitoring and Incident Detection:

- Deploy and maintain security monitoring tools, intrusion detection systems (IDS), and security information and event management (SIEM) solutions to detect and respond to security threats in real-time.
- Monitor security logs, alerts, and events, investigate security incidents, and conduct forensic analysis to identify root causes and security weaknesses.

Security Technology Evaluation and Implementation:

- Evaluate emerging security technologies, products, and solutions to assess their suitability and effectiveness in addressing security risks and enhancing the organization's security posture.
- Lead security technology implementation projects, including solution design, configuration, testing, and deployment, in collaboration with IT teams and vendors.

Required Qualifications:

Education and Experience:

- A Master's degree in computer science, information security, cybersecurity, Telecommunications, Information Systems Management, Electronics and Communication Engineering.

Or

- Minimum of a Bachelor's degree in computer science, information security, cybersecurity, Telecommunications, Information Systems Management, Electronics and Communication Engineering with at least 3 years of relevant experience.

Skills and competencies

- In-depth knowledge of information security standards, frameworks, and regulations, including ISO 27001, NIST Cybersecurity Framework, GDPR, HIPAA, and PCI DSS.
- Experience with security risk management, security assessment methodologies, and security controls implementation in complex IT environments.
- Proficiency in security tools and technologies, including firewalls, intrusion detection/prevention systems (IDS/IPS), SIEM solutions, endpoint protection, and encryption technologies.
- Strong analytical skills, problem-solving abilities, and attention to detail in assessing security risks, analyzing security incidents, and developing risk mitigation strategies.
- Excellent communication and interpersonal skills, with the ability to communicate complex security concepts to technical and non-technical audiences and collaborate effectively with cross-functional teams.
- Ability to work independently, manage multiple projects and priorities, and adapt to changing security threats and business requirements in a dynamic environment.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

12. Data Analyst - Data Science and Analytics Division

Organization: Rwanda Utilities Regulatory Authority (RURA)
Job Position: Data Analyst
Level: Specialist
Reporting to: Data Science and Analytics Division
Number of positions: 2

Position Summary: The Data Analyst will support RURA's evidence-based regulatory approach by conducting descriptive and exploratory analyses on datasets sourced from various entities across Rwanda. The role involves cleaning and preparing data, performing analytical tasks to uncover trends and insights, and effectively visualizing results to inform policy, operations, and regulatory decisions. The analyst will collaborate with internal teams and external data providers to ensure data quality and deliver actionable findings aligned with RURA's strategic objectives.

KEY RESPONSIBILITIES

- Work with RURA's internal teams and external partners to define and plan data analysis activities aligned with regulatory goals.

- Conduct descriptive and exploratory analysis on large and complex datasets to uncover trends, patterns, and insights relevant to regulation and service delivery.

- Perform data landscaping across government and regulated sectors to identify available datasets, assess their quality, and evaluate potential for analysis.

- Evaluate data quality and completeness, and recommend techniques or standards to improve accuracy, consistency, and usability.

- Merge and harmonize datasets from multiple sources to enable comprehensive, multi-dimensional analysis.

- Create visualizations, dashboards, and summary reports to communicate analytical findings clearly to both technical and non-technical stakeholders.

- Maintain clear documentation of data sources, analysis methods, and results, ensuring transparency and reproducibility of work.

- Ensure compliance with Rwanda's legal and regulatory frameworks for data use, including personal data protection and confidentiality requirements.

Required Qualifications:

Education and Experience:

- A Master's degree in data science, statistics, applied mathematics or computer science.

    Or

- Minimum of a Bachelor's degree in data science, statistics, applied mathematics or computer science with at least 3 years of relevant experience.

- A post-graduate degree in data science, statistics, applied mathematics, computer science, or a related field.

- One to three years of experience working on data-centric projects, preferably in research, public policy, or regulatory environments.

- Demonstrated ability to extract, clean, and transform complex datasets, and collaborate with data owners to understand data structures and limitations.

- Proficient in working with both OLAP and OLTP databases such as Click house, MySQL, PostgreSQL, or similar.

- Willingness and ability to work in Linux-based server environments, including basic scripting and data processing from the command line.

- Strong programming skills in R or Python (or a comparable language), especially for data manipulation, visualization, and statistical analysis.

- Experience with data visualization tools (e.g., Power BI, Tableau, or ggplot/seaborn/matplotlib) is an asset.

- Strong analytical thinking, communication skills, and the ability to translate data insights into actionable recommendations for diverse audiences.

- Knowledge of data privacy, ethical data use, and Rwanda's legal frameworks on personal data protection is a plus.

SKILLS AND COMPETENCIES
- **Data Analysis & Interpretation:** Ability to explore, analyze, and derive insights from structured and unstructured datasets using statistical methods.
- **Programming Skills:** Proficient in R or Python for data cleaning, transformation, analysis, and visualization.
- **Database Querying:** Skilled in writing SQL queries to extract and manipulate data from relational databases (e.g., Clickhouse, PostgreSQL, MySQL).
- **Data Visualization:** Experience with creating clear and compelling data visualizations using tools like Power BI, Tableau, matplotlib, seaborn, or ggplot2.
- **Statistical Literacy:** Solid understanding of statistical techniques and concepts (e.g., distributions, confidence intervals, hypothesis testing).
- **Data Wrangling:** Skilled at handling real-world data issues such as missing values, inconsistent formats, and messy text fields.
- **Communication:** Ability to present findings clearly to technical and non-technical stakeholders through written reports, dashboards, and presentations.
- **Documentation:** Comfortable documenting methodologies, data sources, and analytical processes to ensure transparency and reproducibility.

- **Problem-Solving:** Strong analytical thinking and ability to develop clear problem statements and data-driven approaches to complex challenges.

- **Data Governance Awareness:** Understanding of data quality principles, data protection regulations, and ethical data use in the Rwandan context.

- **Collaboration:** Experience working across teams and institutions, with a willingness to learn from and support colleagues.

- **Self-Learning:** Curious and proactive about learning new tools, methods, and sector-specific applications of data.

CANDIDATE PROFILE

- Possesses strong problem-solving skills and attention to detail.
- Works well independently and collaboratively.
- Has a solid grounding in statistics and probability.
- Can work with both structured and unstructured data sources.
- Is capable of framing analytical problems, building data-driven solutions, and communicating insights clearly.
- Brings a creative and enthusiastic approach to uncovering insights that address real-world or economic challenges.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

13.Data Engineer

Organization: Rwanda Utilities Regulatory Authority (RURA)
Job Position: Data Engineer
Level: Specialist
Reporting to: Data Science and Analytics Division
Number of positions: 2

Position Summary: The Data Engineer at RURA will design, build, and maintain scalable and reliable data pipelines using modern open-source and cloud-based technologies. This hands-on role supports evidence-based regulation by transforming raw, fragmented data into well-structured, accessible, and trusted datasets. The engineer will work closely with internal teams and external partners to understand data requirements, build efficient data workflows, and ensure secure, high-quality data integration across sectors regulated by RURA. Additionally, the role contributes to strengthening RURA's data infrastructure by promoting best practices in data governance, automation, and platform reliability.

KEY RESPONSIBILITIES

- Design, build, and maintain secure, scalable, and efficient data pipelines to support regulatory analysis and reporting.
- Collect, clean, transform, and integrate data from diverse sources (APIs, databases, flat files, logs) to enable downstream analysis and visualization.
- Collaborate with internal teams and external data providers to assess requirements, define data integration methods, and troubleshoot technical issues.
- Develop and manage data infrastructure using open-source or commercial tools, either on cloud platforms or on-premise environments.
- Implement robust validation checks, logging, and error-handling mechanisms to ensure data quality and integrity.
- Document technical workflows, data schemas, and pipeline logic to support transparency, collaboration, and maintainability.
- Enforce data security and privacy standards, including encryption, access controls, and compliance with Rwanda's data protection laws.
- Work closely with analysts, policy teams, and departments to deliver timely, accurate, and actionable data for regulatory decision-making.
- Optimize data workflows for performance, scalability, and cost-efficiency, especially for large or sensitive datasets.
- Support DevOps practices in data engineering, including CI/CD pipelines, version control, automated testing, and monitoring.
- Contribute to the development of data documentation standards, metadata management, and RURA's data cataloging initiatives.

Education and Experience:

- A Masters' degree in data engineering, computer science, software engineering, information systems, or a related technical field (e.g., data science, applied mathematics, or statistics) with a minimum of 1 year of professional experience in data engineering, ETL development, or building data infrastructure.

Or

- A Bachelor's degree in Data Engineering, Computer Science, Software Engineering, Information Systems, or a related technical field (e.g., Data Science, Applied Mathematics, or Statistics), with a minimum of three (3) years of professional experience in data engineering, ETL development, database management, or building and maintaining data infrastructure .

SKILLS AND COMPETENCIES

- **Workflow Orchestration:** Proficient in Apache Airflow to build, schedule, and monitor DAGs, including creating custom operators and managing retries and failures.
- **Containerization & Dev Environments:** Skilled in using Docker to containerize applications, write Dockerfiles, and manage multi-container setups with Docker Compose.
- **Linux & Bash Scripting:** Comfortable working in Linux environments for scripting, automation (e.g., cron jobs), file management, and troubleshooting.
- **Programming (Python/R):** Ability to write clean, modular ETL code in Python or R, including integration with APIs, databases, and third-party services.
- **SQL & Databases:** Experience writing complex queries and working with various database engines (e.g., PostgreSQL, MySQL, Clickhouse) for both OLTP and OLAP contexts.
- **Data Warehousing & Lakes:** Knowledge of data modeling, partitioning, performance optimization, and handling large-scale datasets in warehousing environments.
- **Cloud Infrastructure:** Capable of deploying and managing data services and infrastructure on cloud platforms such as AWS, Azure, or similar.
- **Monitoring & Logging:** Experience using tools to monitor pipeline health, detect failures, and generate alerts for proactive maintenance.
- **Data Quality Management:** Implement validation checks, profiling tools, and data monitoring systems to ensure consistency and reliability.
- **Version Control:** Proficient in using Git for collaborative development, versioning, and deployment of data workflows.
- **Security & Privacy:** Understands best practices for data protection, including access controls, encryption, and secure data transfer methods (e.g., SFTP, VPN).
- **Networking Fundamentals:** Familiar with basic networking concepts like IPs, ports, DNS, and firewalls—particularly in multi-environment setups.
- **CI/CD for Data Pipelines:** Experience automating deployment and testing using tools such as GitHub Actions, Jenkins, or similar frameworks.
- **Documentation & Communication:** Able to document data workflows clearly and communicate technical concepts to non-technical stakeholders.

CANDIDATE PROFILE

- Possesses strong problem-solving skills and attention to detail, especially when designing and debugging data systems.
- Works well independently and in cross-functional teams, collaborating with analysts, engineers, and policy stakeholders.

- Demonstrates a deep understanding of data modeling, pipelines, and statistical concepts relevant to data quality and performance.
- Comfortable sourcing, transforming, and integrating data from both structured and unstructured sources using scalable methods.
- Able to clearly define technical problems, design solutions, and document processes for both technical and non-technical audiences.
- Brings a proactive, creative mindset to building resilient data platforms and is motivated to improve data access and quality across the organization.
- Proven ability to design and maintain robust data pipelines across varied data sources and formats.
- Proficiency in both OLAP and OLTP databases such as Click house, PostgreSQL, MySQL, or similar systems.
- Comfortable working in Linux-based environments, including scripting, task automation, and basic system troubleshooting.
- Strong programming skills in Python or another language used in data engineering (e.g., Scala, Java).
- Familiarity with tools such as Apache Airflow, Docker, Git, and cloud platforms like AWS, GCP, or Azure.
- Knowledge of data quality, integrity, and security standards, including best practices for governance.
- Ability to work cross-functionally with analysts, data stewards, and policy teams to deliver high-quality data products.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.

14.Data Scientist

Organization: Rwanda Utilities Regulatory Authority (RURA)
Job Position: Data Scientist
Level: Specialist
Reporting to: Data Science and Analytics Division
Number of positions: 3

Position Summary: The Data Scientist will drive RURA's evidence-based regulatory approach by developing predictive models, conducting advanced statistical analyses, and building machine learning solutions to address complex regulatory challenges across Rwanda's regulated sectors. This role involves designing and implementing sophisticated analytical frameworks, developing automated insights systems, and creating data-driven solutions that enhance regulatory effectiveness and policy decision-making. The scientist will collaborate with analysts, engineers, and policy teams to translate complex business problems into mathematical solutions and deliver scalable, production-ready models aligned with RURA's strategic objectives.

KEY RESPONSIBILITIES

- **Develop predictive and statistical models** to support evidence-based regulatory decision-making, using machine learning, time-series analysis, and other advanced analytics techniques.
- **Work with structured and unstructured data** from a variety of sources (e.g., sensor data, administrative records, operational systems, APIs) to generate actionable insights.
- **Collaborate with analysts, engineers, and policy teams** to frame analytical problems, define modeling objectives, and interpret results in support of regulatory strategy.
- **Design and conduct experiments or simulations** to evaluate regulatory policies, sector performance, or service delivery outcomes.
- **Build reusable analytical tools, scripts, and models** that can be deployed and maintained across different regulatory projects and domains.
- **Communicate complex analytical findings** clearly and effectively to both technical and non-technical stakeholders through visualizations, reports, and presentations.
- **Prototype and test innovative data science solutions** that explore new ways of measuring, forecasting, or detecting regulatory risks, opportunities, and compliance issues.
- **Contribute to RURA's data ecosystem** by improving data accessibility, enhancing model explainability, and fostering data literacy within teams.
- **Evaluate the impact of regulatory interventions** using causal inference techniques (e.g., A/B testing, difference-in-differences, regression discontinuity).
- **Ensure ethical and responsible use of data science**, including compliance with Rwanda's data protection laws and the agency's principles of fairness, accountability, and transparency.
- **Document models, assumptions, methodologies, and results** to ensure reproducibility and knowledge transfer.
- **Stay up to date with trends in data science, regulation, and sector-specific analytics**, and apply best practices to improve RURA's analytical capabilities.

Education and Experience

- A Master 's degree in data science, statistics, applied mathematics, computer science, econometrics, or a related quantitative field, with 1 year of professional experience applying data science methods in a research, regulatory, public policy, or operational context .
  or
- A Minimum of a Bachelor's degree in data science, statistics, applied mathematics, computer science, econometrics, or a related quantitative field, with a minimum 3 years of professional experience applying data science methods in a research, regulatory, public policy, or operational context.

SKILLS AND COMPETENCIES

- **Statistical & Machine Learning Expertise**: Strong foundation in descriptive statistics, predictie modeling, clustering, classification, time-series forecasting, and causal inference.
- **Programming for Data Science**: Proficient in Python or R for data cleaning, transformation, analysis, and modeling using packages such as pandas, scikit-learn, statsmodels, numpy, ggplot2, or dplyr.
- **Data Visualization**: Ability to present complex data through intuitive visualizations using tools like Power BI, Tableau, matplotlib, seaborn, or plotly.
- **SQL and Data Querying**: Skilled in writing complex SQL queries and working with both OLAP and OLTP databases (e.g., ClickHouse, PostgreSQL, MySQL).
- **Problem Framing & Hypothesis Testing**: Capable of defining research questions, developing hypotheses, and selecting appropriate analytical methods to test them.
- **Model Development & Validation**: Experience training, tuning, validating, and deploying statistical and machine learning models for practical applications.
- **Data Wrangling & Feature Engineering**: Able to work with messy, incomplete, or unstructured data and derive meaningful features for modeling.
- **Communication**: Strong written and verbal communication skills, with the ability to present findings clearly to non-technical audiences and influence policy or operational decisions.
- **Reproducibility & Documentation**: Knowledge of tools for documenting code, workflows, and analysis pipelines using Jupyter, RMarkdown, Git, or Notion.
- **Ethical & Responsible AI Awareness**: Understanding of data ethics, model fairness, bias mitigation, and compliance with Rwanda's data protection regulations.
- **Team Collaboration**: Experience working in cross-functional teams (e.g., with engineers, analysts, and policy experts) and supporting shared objectives.
- **Continuous Learning**: Demonstrates intellectual curiosity and a commitment to staying current with new tools, algorithms, and regulatory applications of data science.

CANDIDATE PROFILE

- **Analytical Thinker**: Approaches complex problems with curiosity and rigor, using data to uncover patterns, trends, and insights that can guide regulatory action.
- **Mission-Driven**: Motivated by the public good and passionate about applying data science to improve services, compliance, and outcomes across regulated sectors in Rwanda.

- **Collaborative by Nature**: Works well with diverse teams—ranging from data engineers to policy experts—and values shared learning and cross-sector engagement.
- **Detail-Oriented**: Pays close attention to data accuracy, model validity, and methodological soundness, particularly when findings will impact national policy or regulation.
- **Clear Communicator**: Can translate complex analytical results into clear, actionable insights tailored to non-technical audiences, including decision-makers and stakeholders.
- **Self-Learner & Innovator**: Actively keeps up with advances in data science tools, methods, and sector-specific applications; eager to pilot new approaches where appropriate.
- **Ethically Minded**: Understands the importance of responsible data use, including fairness, transparency, privacy, and alignment with Rwanda's data protection laws.
- **Systems-Oriented**: Thinks beyond individual analyses and contributes to the broader data infrastructure, governance, and analytical maturity of RURA.
- **Strong statistical and analytical skills**, with proven experience building predictive models, clustering, classification, regression, time-series forecasting, or other machine learning techniques.
- **Proficiency in programming languages** such as Python or R for data analysis, modeling, and visualization (e.g., scikit-learn, pandas, NumPy, tidyverse, caret).
- **Experience working with relational and non-relational databases**, and writing advanced SQL queries for data extraction and manipulation.
- **Familiarity with real-world data challenges**, including missing values, messy formats, and integrating data from disparate sources.
- **Ability to clearly communicate analytical findings**, both in writing and verbally, to technical and non-technical audiences.
- **Knowledge of data visualization tools** and libraries such as Power BI, Tableau, matplotlib, ggplot2, or seaborn.
- **Understanding of data ethics, privacy, and protection standards**, especially Rwanda's data protection law and responsible AI principles.
- **Familiarity with cloud-based tools, APIs, or notebooks** (e.g., Jupyter, Google Colab, SageMaker) is an advantage.

Experience collaborating on interdisciplinary projects, particularly those involving policy, research, or digital transformation initiatives.

How to Apply

Interested candidates are required to submit the following documents:

- An application letter addressed to the **Director General**
- Curriculum Vitae (CV)
- Copies of academic qualifications.
- Copy of identity card or passport.