

Bujumbura, October 3rd, 2025

## RECRUITMENT NOTICE

INFINITY GROUP is recruiting several job profiles on behalf of WEZA POWER.

- Financial Auditor 💰
- Logistics Coordinator 📦
- Facility Manager 🔧
- Contracts & Compliance Administrator ⚖️
- Quality Manager ✅
- Occupational Health and Safety Officers (x2) 🚒
- Director of Information and Communication Technology (DICT) 🖥️
- Head of Business Support 🤝
- Head of Data Analysis and Energy Forecasting 📊
- Metering Technical Specialist ⚡

Interested candidates are requested to submit their application file in a single PDF document via email to [weza.power@infinitygroup.bi](mailto:weza.power@infinitygroup.bi) with the subject line "WEZA POWER Recruitment – Position name".

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The full terms of reference (ToRs) for the position can be viewed on our online platforms:

- Website: [www.infinitygroup.bi](http://www.infinitygroup.bi)
- Website: [www.esoko.bi](http://www.esoko.bi)
- LinkedIn / Facebook / WhatsApp: [@InfinityGroupBurundi](https://www.instagram.com/InfinityGroupBurundi)

The deadline for submitting applications is Thursday, October 16<sup>th</sup>, 2025, at 11:59 PM (GMT+2).

The Recruitment Team

Job Title: **Financial Auditor**

Location: **Bujumbura**

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## Terms of Reference

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### ➤ ABOUT WEZA POWER

**Weza Power** is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

### ➤ JOB PURPOSE

The Financial Auditor ensures the integrity of Weza Power's financial operations, focusing on compliance with internal controls, procurement practices, donor agreements, and international accounting standards. The role plays a critical part in safeguarding public and donor funds, particularly in a context of high procurement volumes and a growing public-private electricity distribution framework.

### ➤ KEY RESPONSIBILITIES

#### Financial and Procurement Audits

- Conduct audits of financial statements, reports, journal entries, vouchers, and disbursements to verify accuracy, compliance, and documentation.
- Review procurement transactions to assess compliance with applicable policies, donor requirements, and internal control procedures.
- Examine whether competitive bidding, contract approval, segregation of duties, and financial authorization levels are respected.
- Review financial transactions and supporting documents to ensure compliance with applicable tax laws and reporting obligations (e.g., VAT, withholding, corporate tax).
- Test the integrity of financial records in line with national and international standards (e.g., IFRS, IPSAS).



### **Internal Controls and Risk Mitigation**

- Assess the effectiveness of financial controls in the areas of budgeting, treasury, payables, receivables, and asset management.
- Identify financial risks and control weaknesses; recommend appropriate corrective and preventive measures.
- Assist in the development and improvement of internal control systems and standard operating procedures (SOPs) for finance and procurement activities.

### **Donor Compliance and Reporting Assurance**

- Ensure financial practices comply with donor-specific requirements (World Bank, IFC, etc.), including procurement thresholds, documentation, and financial disclosures.
- Review donor financial reports and project accounts for completeness, traceability, and audit-readiness.
- Support the Head of Internal Audit in donor audits, special investigations, and performance audits when required.

### **Audit Planning and Documentation**

- Prepare annual audit plans and field-level risk assessments, especially for financial and procurement-related areas.
- Prepare audit working papers, testing protocols, and financial analysis summaries in accordance with the Internal Audit Manual.
- Draft audit reports with clear findings, financial implications, and actionable recommendations.
- Secure timely access to relevant financial, procurement, and contractual documents to support evidence-based auditing and reporting.

### **Ethics, Fraud Detection and Special Investigations**

- Investigate red flags related to fraud, bribery, kickbacks, and other financial misconduct.
- Maintain confidentiality of sensitive financial information and follow whistleblower protocols when necessary.
- Ensure all actions are documented in accordance with the Internal Audit Manual and IIA Standards.



➤ **KEY COMPETENCIES**

- Deep understanding of financial audit principles, donor-funded project finance, and procurement integrity
- High ethical standards and strong grasp of fraud prevention and internal controls
- Critical thinking, attention to detail, and data analysis skills
- Strong communication and reporting abilities for finance and donor audiences
- Working knowledge of accounting standards (IFRS, IPSAS) and procurement policies
- Familiarity with ERP systems and financial documentation workflows
- Objectivity, independence, and commitment to transparency

➤ **QUALIFICATIONS**

- Bachelor's Degree in Accounting, Finance, Economics, or a related field.
- Postgraduate studies in Audit or Public Financial Management are an asset.
- Minimum 3 years of experience in financial auditing, donor finance compliance, or procurement audits.
- Experience in utilities, infrastructure, or donor-funded organizations preferred.
- CPA, CIA, ACCA, or other internationally recognized audit/accounting certification is highly desirable.
- Familiarity with internal audit processes, including sampling, control testing, and documentation in line with the IIA framework
- Strong financial report writing, documentation, and audit file preparation skills
- Knowledge of financial systems, procurement cycles, and donor compliance controls
- Data analysis and risk-based audit planning using ERP and financial reporting platforms
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and ERP/accounting systems
- English – Advanced (fluent in both written and spoken communication)
- French – Advanced (fluent in both written and spoken communication)





### ➤ HOW TO APPLY

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info@infinitygroup.bi  
www.infinitygroup.bi

NIF: 4001100017

RC: 12607/18



Job Title: **Logistics Coordinator**  
Location: **Bujumbura, Gitega**

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## Terms of Reference

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### ➤ JOB PURPOSE

The Logistics Coordinator is responsible for the end-to-end management of transportation, fleet, and distribution operations. This includes proactive tracking of shipments prior to arrival, oversight of customs clearance, and verification of all supporting documentation. The role ensures the secure, timely, and compliant movement of materials and equipment from entry points to warehouses, regional facilities, and project sites, with particular emphasis on the main warehouse and operational hub in Gitega. In addition, the Logistics Coordinator directs fleet operations including GPS monitoring, driver supervision, fuel management, and maintenance scheduling, while establishing and enforcing logistics and fleet policies in alignment with Weza Power standards, national regulations, and donor requirements.

### ➤ KEY RESPONSIBILITIES

#### Transport & Distribution

- Track goods during international transit (air, sea, or land) and maintain visibility of shipment status.
- Review and verify shipping documents (invoices, packing lists, permits, exemptions) prior to arrival.
- Plan and schedule deliveries from HQ and Gitega warehouses to sites and FBBUs.



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- Consolidate transport requests and issue delivery plans.
- Track shipments end-to-end with ERP and GPS systems.
- Engage third-party carriers when internal fleet capacity is insufficient.

### **Customs Clearance & Compliance**

- Liaise with customs brokers and authorities to ensure timely clearance of goods.
- Supervise clearance processes, escalate risks of delays or penalties, and ensure compliance with national regulations and donor-funded exemptions.
- Verify documentation completeness and accuracy (bills of lading, import permits, certificates of origin).
- Confirm safe transportation of cleared goods to warehouses or sites, ensuring all HSES and Security measures are applied.

### **Fleet Management**

- Manage fleet utilization, assignments, and trip approvals for HQ and regional operations.
- Guarantee safe operations by ensuring drivers operate vehicles responsibly, vehicles remain roadworthy, and all passenger and cargo movements are conducted securely and in line with HSES standards.
- Monitor GPS/telematics for route adherence, driver behavior, and exceptions.
- Maintain preventive maintenance schedules and service records.
- Administer fuel card/voucher usage and reconcile consumption data.
- Ensure vehicle documents (insurance, registration, inspections) remain valid.
- Supervise driver rosters, licenses, and training.
- Lead incident and accident reporting in collaboration with HSES and Security.

### **Policies & Procedures**

- Draft, update, and enforce Fleet Operations Manual, Driver Handbook, and SOPs.
- Implement strict controls for anti-corruption and compliance with WB/IFC donor regulations.
- Conduct audits on fuel use, GPS reconciliations, and vehicle documentation.

### **Reporting & Systems**

- Maintain accurate data in ERP and telematics platforms.





- Prepare weekly/monthly reports on delivery performance, fleet utilization, and costs.
- Forecast transport requirements and constraints.
- Support budget planning and monitor expenditures against approved forecasts.
- Conduct analysis of logistics and fleet data to identify efficiencies and provide recommendations for cost optimization

### Stakeholder & Vendor Management

- Serve as main contact for logistics queries across departments.
- Manage relationships and SLAs with external carriers, fuel vendors, and garages.
- Supervise and coach drivers and dispatch personnel.

### ➤ KEY COMPETENCIES

- Strong skills in transport planning, dispatching, and fleet oversight.
- Hands-on experience with ERP and GPS/telematics systems.
- Knowledge of maintenance planning, fuel controls, and cost management.
- Analytical and detail-oriented with strong reporting capabilities.
- Strong communication and stakeholder coordination.
- Integrity, compliance orientation, and proactive enforcement mindset.

### ➤ QUALIFICATIONS

- Bachelor's degree in Logistics, Supply Chain, Transport Management, Business Administration, or related field.
- 4 - 6 years of logistics/transport operations experience, with at least 2 years in fleet management.
- Experience in utility, infrastructure, or donor-funded environments is an asset.
- Valid driver's license required. Defensive driving certification preferred.
- Proficiency in MS Office, ERP, and GPS/telematics tools.
- Strong organizational and planning abilities.
- Excellent communication, management, and problem-solving skills.
- French – Advanced (fluent in both written and spoken communication).
- English – Advanced (fluent in both written and spoken communication).
- Kirundi – Basic (basic understanding or ability to communicate in common phrases).







### ➤ HOW TO APPLY

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Job Title: **Contracts and Compliance Administrator**  
Location: **Bujumbura**

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## Terms of Reference

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### ➤ ABOUT WEZA POWER

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### ➤ JOB PURPOSE

To provide administrative and legal support in the management of contracts and Labor law matters at Weza Power. This role assists in drafting, reviewing, and organizing contractual documentation, supports compliance with labor regulations, and ensures smooth coordination between legal, HR, procurement, and operations teams. The Contracts and Compliance Administrator plays a key role in maintaining contract records, tracking obligations, and supporting customer disputes and coordination processes under the guidance of the Contracts and Labor Law Manager and the Head of Legal (Anzana Electric Group).

### ➤ KEY RESPONSIBILITIES

#### Contract Administration

- Assist in drafting, formatting, and reviewing contracts including procurement, consultancy, employment, and service agreements.
- Maintain a centralized repository of all contracts and legal documents.
- Track contract milestones, deliverables, renewal dates, and compliance obligations.
- Support the implementation of contract templates and standard operating procedures.
- Coordinate with internal teams to gather inputs for contract preparation and execution.
- Ensure proper filing and archiving of signed contracts and amendments.



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## Compliance & Coordination

- Ensure contracts and labor practices align with internal policies and regulatory requirements.
- Support internal audits and compliance checks related to contracts and regulatory obligations.
- Assist with monitoring and maintaining compliance with government licenses, permits, and authorizations, ensuring timely renewals and filings.
- Support compliance with lender and donor requirements, including contract covenants and reporting obligations.
- Coordinate with external legal counsel when required, under the supervision of the Contracts Manager and the Head of Legal (Anzana Electric Group).

## Labor Law Support

- Assist in reviewing employment contracts and HR policies for legal compliance.
- Monitor updates in labor laws and regulations and report relevant changes to the Manager.
- Support HR in handling employee grievances, disciplinary actions, and dispute documentation.
- Help prepare documentation for labor-related proceedings or audits.
- Maintain confidentiality and integrity in handling employee-related legal matters.

## ➤ KEY COMPETENCES

- Expertise across diverse contract types and industry sectors
- Excellent drafting skills
- Strong organizational and document management skills.
- Basic understanding of contract law and labor regulations.
- Attention to detail and ability to manage multiple tasks.
- Professional discretion and confidentiality.
- Effective communication and collaboration skills.
- Proactive problem-solving mindset with the ability to take initiative and deliver solutions
- Strong sense of ownership and accountability in managing tasks through to completion.
- Willingness to learn and adapt, especially in keeping up with compliance, licensing, and regulatory requirements.

➤ **QUALIFICATIONS**

- Bachelor's Degree in Accounting, Finance, Economics, or a related field.
- Additional studies in Compliance, Contract Management, or International Business are an asset.
- Minimum 4 years of experience in contract administration or legal support.
- Exposure to labor law compliance and employment documentation.
- Experience working in a legal, HR, or procurement environment is an asset
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Basic legal drafting and analytical skills.
- Familiarity with document management systems.
- French – Fluent
- English – Professional

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Job Title: **Contracts and Compliance Administrator**  
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- Strong sense of ownership and accountability in managing tasks through to completion.
- Willingness to learn and adapt, especially in keeping up with compliance, licensing, and regulatory requirements.



➤ **QUALIFICATIONS**

- Bachelor's Degree in Accounting, Finance, Economics, or a related field.
- Additional studies in Compliance, Contract Management, or International Business are an asset.
- Minimum 4 years of experience in contract administration or legal support.
- Exposure to labor law compliance and employment documentation.
- Experience working in a legal, HR, or procurement environment is an asset
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Basic legal drafting and analytical skills.
- Familiarity with document management systems.
- French – Fluent
- English – Professional

➤ **HOW TO APPLY**

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Job Title : **Quality Manager**  
Location : **Bujumbura**

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## Terms of Reference

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### ➤ JOB PURPOSE

The Quality Manager is responsible for the development, implementation, and continual improvement of Weza Power's Integrated Quality Management System (QMS). This system applies across both infrastructure development and electricity distribution operations, ensuring compliance with ISO 9001:2015, World Bank Environmental and Social Framework (ESF), and national regulatory standards. The role includes audit oversight, contractor quality monitoring, service quality evaluation, and cross-functional collaboration to build a strong quality culture within the company.

### ➤ KEY RESPONSIBILITIES

#### Quality Management System (QMS)

- Develop, implement, and maintain the QMS in accordance with ISO 9001:2015 and WB ESF.
- Align quality procedures with infrastructure construction and operational services (e.g. metering, distribution).
- Define and track KPIs on service quality, customer satisfaction, and regulatory compliance.



### **Construction & Project Oversight**

- Validate Contractors' Quality Plans, Method Statements, ITPs, and Materials submissions.
- Ensure infrastructure works comply with technical specs, national codes, FIDIC, and donor requirements.
- Lead and support audits of contractors, suppliers, and project teams.
- Manage NCRs, root cause analyses, and ensure corrective/preventive actions are implemented.

### **Electricity Distribution & Customer Service**

- Oversee quality of voltage delivery, service continuity, and metering accuracy.
- Monitor incident response times and complaint resolution effectiveness.
- Ensure compliance with AREEN performance obligations and service reliability standards.

### **Documentation & Reporting**

- Maintain organized, auditable documentation of quality inspections and findings.
- Prepare quality performance reports for internal management, donors, and regulators.
- Support external audits and supervision missions from the World Bank and other funders.

### **Training & Capacity Building**

- Develop training on quality procedures, inspection techniques, and compliance requirements.
- Build internal capacity across departments and promote a proactive quality culture.

### **Interface & Coordination**

- Work closely with the HSES team to integrate QMS with Health, Safety, Environmental, and Social standards.
- Coordinate with Procurement, Finance, Legal, and Operations for quality-sensitive processes.
- Act as primary liaison on quality matters with donors, regulatory bodies, and key stakeholders.



➤ **KEY COMPETENCIES**

- In-depth knowledge of ISO 9001:2015 and quality auditing standards
- Familiarity with World Bank ESF, FIDIC contracts, and regulatory frameworks
- Strong leadership in quality oversight during both construction and utility operation phases
- Analytical thinking and structured reporting
- Excellent communication, stakeholder engagement, and problem-solving skills
- Proficiency in using quality management tools, audit checklists, and dashboards

➤ **QUALIFICATIONS**

- Bachelor's or Master's degree in Quality Management, Electrical Engineering, Industrial Engineering, or a related field.
- Minimum 5 years in Quality Management, preferably in infrastructure or energy sectors
- Proven experience managing quality in both construction and operational settings
- Prior involvement in donor-funded projects
- Experience in African or similar contexts preferred
- ISO 9001 Lead Auditor (mandatory)
- Certifications in FIDIC, power systems, or donor safeguard systems are an asset
- Quality auditing and inspection techniques
- Risk assessment and root cause analysis
- Technical knowledge of utility infrastructure (e.g. metering, voltage delivery, grid operations)
- Document control and quality assurance systems
- Data analysis and performance monitoring
- Report writing and presentation skills
- Training delivery and capacity building
- Multistakeholder coordination and cross-functional teamwork
- Proficiency in MS Office and quality management software (e.g. QMS tools, audit platforms)
- French – Advanced (fluent in both written and spoken communication).
- English – Advanced (fluent in both written and spoken communication).



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RC: 12607/18

Job Title : **Occupational Health and Safety Officer**

Location: **Upcountry**

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## Terms of Reference

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### ➤ JOB PURPOSE

The Occupational Health and Safety Officer is responsible for implementing and maintaining safety standards, procedures and programs to ensure a safe work environment. This role involves conducting inspections, investigating incidents and ensuring compliance with local and international health and safety regulations.

### ➤ KEY RESPONSIBILITIES

- Develop and implement safety policies, procedures and guidelines in alignment with local laws, regulations and ISO standards.
- Conduct regular workplace inspections, audits and hazard assessments, identifying potential safety issues and recommending corrective actions.
- Ensure the highest safety compliance standards and a healthy work environment for staff, visitors and contractors.
- Investigate accidents, incidents and near-misses, determine root causes and implement corrective and preventive measures.
- Monitor and stay updated on safety regulations, codes and standards applicable to the industry.
- Support emergency preparedness and response, including the development of evacuation plans, procedures and conducting drills.



- Conduct safety training, awareness programs and impactful campaigns to promote safety culture across employees and subcontractors.
- Maintain accurate records of safety inspections, incidents, training activities and compliance reports.
- Provide technical support and guidance to employees and management on safety-related matters.
- Collaborate with cross-functional teams and external organizations (e.g., government bodies, safety organizations) to promote and integrate safety practices.
- Provide regular updates to senior management on safety performance, key safety metrics and recommendations for improvement.
- Stay updated on emerging safety trends, regulations and best practices to ensure continuous improvement and alignment with industry standards.

➤ **KEY COMPETENCIES**

- Strong understanding of safety regulations and standards.
- Ability to identify and mitigate risks effectively.
- Excellent organizational and time management skills.

➤ **QUALIFICATIONS**

- Bachelor's degree in Safety, Occupational Health or a related field.
- Minimum of 3 years in a safety-related role; experience in the energy or utility sector preferred.
- NEBOSH or equivalent certification is a plus.
- Proficient in safety auditing and inspection.
- Proficient in OSHA/ISO compliance and relevant safety regulations.
- Expertise in using and maintaining safety equipment, including fire extinguishers and hazardous material protection.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills for effective interaction across all organizational levels.
- Knowledgeable in emergency response and crisis management.
- Experienced in managing safety across diverse work environments.
- Valid driver's license and certified in first aid.
- French – Advanced
- English – Advanced
- Kirundi – Advanced





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NIF: 4001100017

RC: 12607/18





Job Title: **Director of Information and Communication Technology (ICT)**

Location: **Bujumbura**

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## Terms of Reference

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### ➤ JOB PURPOSE

The Director of ICT is the senior leader responsible for developing, implementing, and governing Weza Power's ICT strategy and infrastructure. The role ensures phased delivery of the ICT roadmap, covering networks, cybersecurity, AML, CIS, ERP, GIS, and customer service systems, with a focus on operational excellence, donor/regulatory compliance, and local capacity building.

This role also leads on digital transformation, system integration across all core functions, and ensuring that Weza's technology ecosystem is resilient, auditable, and scalable for national expansion.

### ➤ KEY RESPONSIBILITIES

#### Strategic Leadership & Governance

- Define, implement, and monitor Weza Power's ICT strategy aligned with business goals, roadmap phases, and regulatory frameworks.
- Report directly to the CFO, ensuring ICT is positioned as a strategic enabler of Weza's mission.
- Drive digital transformation and phased delivery of ICT roadmap milestones.



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### **Infrastructure & Enterprise Systems**

- Oversee architecture, implementation, and scaling of ICT infrastructure (networks, data centre/IaaS, cloud, field connectivity).
- Lead phased implementation of AMI, CIS, ERP, GIS, and related enterprise systems.
- Ensure interoperability across departments and resilience against vendor lock-in.

### **Cybersecurity & IAM**

- Lead design and implementation of IAM (Identity & Access Management) and enterprise cybersecurity frameworks.
- Enforce ICT security policies, access controls, and data protection mechanisms.
- Ensure donor and regulator audit-readiness for all systems.

### **Procurement & Vendor Oversight**

- Lead development of ICT specifications and procurement processes in line with donor and national requirements.
- Negotiate and manage high-value vendor contracts, ensuring SLAs, performance, and cost-effectiveness.
- Build multi-vendor resilience strategies to mitigate lock-in risks.

### **Stakeholder Coordination & Data Integration**

- Coordinate across Operations, Distribution, Engineering, and Customer Service to align ICT solutions with operational data needs.
- Ensure proper integration of GIS, asset registers, mobile data, AMI, and ERP platforms.
- Lead enterprise architecture to avoid duplication and ensure long-term scalability.



## Donor & Regulatory Engagement

- Ensure ICT systems meet donor and regulatory compliance standards, including transparent audit trails.
- Provide timely ICT input to donor reporting, audits, and evaluations.
- Oversee development of automated dashboards for donors, regulators, and management.

## User Support & Service Management

- Oversee ICT helpdesk operations with clear SLAs.
- Monitor KPIs on system uptime, ticket resolution, and user satisfaction.
- Drive continuous improvement in service delivery.

## Local Capacity Building

- Lead and coach local ICT staff, with a target of progressive transition of ICT functions to Burundian staff over 3–5 years.
- Build training programs to reduce dependency on external vendors.

## ➤ KEY COMPETENCIES

- Strategic ICT leadership with phased execution delivery.
- Enterprise systems integration (AMI, CIS, ERP, GIS, CRM).
- Cybersecurity, IAM, and data governance.
- Vendor and contract management (multi-vendor resilience).
- Donor/regulatory compliance and audit-readiness.
- Banking and telco integrations (mobile money, USSD, payment gateways, regulatory licensing).
- Budget planning, monitoring, and cost control.
- Team leadership, coaching, and capacity development.



## ➤ QUALIFICATIONS

- Master's degree in Information Technology, Computer Science, Engineering, or related discipline.
- Minimum 8 years of progressive ICT leadership, with at least 5 years at senior or enterprise level.
- Proven experience in ERP/CIS/AMI deployments, enterprise architecture, and vendor management.
- Demonstrated experience in banking and telco integrations (e.g., mobile money, payment gateways, USSD, regulatory licensing), preferably in emerging market utility or financial services contexts.
- Experience in donor-funded projects strongly preferred.
- Professional certifications such as CISSP, COBIT, PMP, ITIL, TOGAF, or equivalent (strongly preferred).
- Strategic ICT leadership and digital transformation planning
- Enterprise systems integration (ERP, HRIS, GIS, billing)
- Cybersecurity, risk management, and data protection
- Vendor and contract management, including SLA oversight
- ICT budgeting, procurement, and donor compliance
- Project management and systems implementation
- Stakeholder coordination across departments
- Team leadership, coaching, and capacity building
- French – Preferred (fluent in written and spoken).
- English – Mandatory Advanced (fluent in written and spoken).
- Kirundi – Desired proficiency (to effectively engage with regulators, telcos, and field staff).





### ➤ HOW TO APPLY

Interested candidates are requested to submit their application file in a **single PDF document** via email to [weza.power@infinitygroup.bi](mailto:weza.power@infinitygroup.bi) with the subject line **“WEZA POWER Recruitment – Director of ICT”**.

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP,
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The deadline for submitting applications is **Thursday, October 16, 2025, at 11:59 PM (GMT+2)**.



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Job Title: **Head of Business Support**

Location: **Bujumbura**

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## Terms of Reference

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### ➤ ABOUT WEZA POWER

**Weza Power** is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

### ➤ JOB PURPOSE

The Head of Business Support ensures efficient operational support for distribution teams, including logistics, fleet coordination, field staff support, and administrative services. The role oversees documentation, reporting, and coordination to guarantee resource availability and operational continuity

### ➤ KEY RESPONSIBILITIES

#### **Logistics & Fleet Coordination**

- Oversee allocation and utilization of human resources and logistics.
- Monitor fleet performance, fuel consumption, and maintenance scheduling.

#### **Operational Support**

- Provide field and administrative support to technical teams and district crews.
- Ensure timely availability of tools, equipment, and resources.

#### **Reporting & Documentation**

- Supervise preparation of statistical reports for distribution operations.
- Maintain operational records, reports, and compliance documentation.



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### Team Management

- Facilitate coordination with HR and Finance for staff-related issues and cost control.

### Collaboration

- Work closely with Technical Services and Energy Management to align support needs.
- Coordinate with Supply Chain for procurement of operational materials.

### ➤ KEY COMPETENCIES

- Strong organizational and coordination skills.
- Knowledge of operational support.
- Ability to supervise and motivate diverse support staff.
- Analytical and reporting abilities.
- Effective communication and problem-solving skills.

### ➤ QUALIFICATIONS

- Bachelor's degree in Business Administration, Operations Management, Statistics or related field.
- Minimum 5 years of experience in administration, statistics, monitoring and evaluation or business support roles.
- Experience managing teams and coordinating cross-functional activities.
- Proficiency in MS Office, Power BI
- Strong planning and resource allocation skills.
- French – Advanced (fluent in both written and spoken communication).
- English – Basic (basic understanding or ability to communicate in common phrases).
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Job Title: **Head of Business Support**

Location: **Bujumbura**

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### Collaboration

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### ➤ KEY COMPETENCIES

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- Ability to supervise and motivate diverse support staff.
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- Effective communication and problem-solving skills.

### ➤ QUALIFICATIONS

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Job Title: **Metering Technical Specialist**  
Location: **Bujumbura**

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## Terms of Reference

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### ➤ JOB PURPOSE

The Metering Technical Specialist is responsible for testing, calibrating, and servicing electricity meters to ensure accuracy and compliance with regulatory and technical standards. The role supports revenue protection by identifying anomalies, diagnosing faults, and maintaining the reliability of metering systems.

### ➤ KEY RESPONSIBILITIES

#### **Meter Calibration & Servicing**

- Conduct calibration, testing, and servicing of LV/MV meters, including CT/PT and prepayment systems.
- Ensure compliance of metering equipment with national regulations and international standards (IEC, ISO).
- Maintain accurate records of calibration, repairs, and test results.



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### Field & Laboratory Support

- Support field teams in meter installations, accuracy verification, and anomaly detection.
- Assist revenue protection and distribution teams in investigating suspected tampering and energy losses.
- Provide technical input to audits, inspections, and regulatory reporting.

### Technical Support & Training

- Contribute to metering studies, network reliability assessments, and technical fault analysis.
- Train junior technicians and promote knowledge transfer within the laboratory.
- Support implementation of safe working practices in line with HSES policies.

### Reporting & Documentation

- Maintain logs, test certificates, and calibration documentation for compliance and audits.
- Provide regular reports on metering performance, issues, and improvement recommendations.

### ➤ KEY COMPETENCIES

- Strong technical expertise in metering systems and calibration.
- Diagnostic and problem-solving skills for fault detection and anomaly analysis.
- Attention to detail and adherence to standards.
- Effective communication and reporting skills.
- Ability to work independently and within cross-functional teams.



## ➤ QUALIFICATIONS

- Diploma or Bachelor's degree in Electrical Engineering, Electronics, or a related technical field.
- Minimum 3–5 years of experience in metering systems, calibration laboratories, or distribution utilities.
- Hands-on experience with LV/MV metering, CT/PT systems, and prepayment meters.
- Calibration, metering, or utility-related certifications are an asset.
- Proficiency in diagnostic tools and calibration software.
- Ability to interpret technical drawings and testing protocols.
- Strong organizational and technical documentation skills.
- French – Advanced (fluent in both written and spoken communication).
- English – Basic (basic understanding or ability to communicate in common phrases).
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