

Kigali, **16 DEC 2025**
N° 11.07.025/1658/25/HRPM-MD/e.m

Internal Job Vacancy Announcement

Water and Sanitation Corporation Group Ltd (WASAC Group Ltd) is an entity established to manage water and sanitation services in Rwanda, following the Government of Rwanda's (GoR) decision in October 2023 to reform WASAC Ltd. This reform led to the creation of WASAC Group Ltd and its two subsidiaries: WASAC Utility Ltd and WASAC Development Ltd.

In this regard, WASAC Utility Ltd invites internal applications from qualified and competent staff for the following positions;

1. Plumber

Location: Upcountry and Kigali Branches

Reports to: Engineer

Nature of Contract: Open-ended

Key Duties and Responsibilities

- Install, repair, and maintain water supply pipelines, fittings, meters, valves, and other plumbing fixtures.
- Connect new customers to the water distribution network.
- Inspect pipelines to detect leaks, blockages, and potential faults; repair burst or leaking pipes promptly.
- Conduct routine inspections of the water distribution network.
- Assist in meter replacement, relocation, or installation.
- Support commercial services as required.
- Maintain accurate records of repairs, installations, and materials used; prepare daily/weekly reports.
- Report major faults immediately to supervisors or technical teams.
- Participate in emergency response during pipe bursts or service interruptions.
- Perform any other plumbing-related tasks assigned by the supervisor.

Minimum Job Requirements

- Currently employed by WASAC under short-term contract, casual basis (within the last six months), or MOD arrangement staff
- Application letter addressed to the Managing Director, WASAC Utility Ltd
- Detailed CV
- Notified Advanced Certificate (S6 / A2) in Plumbing or Construction
- Copy of National ID
- Driving License (**Category A**) is an added advantage



(N° 448, Centenary House, Nyarugenge, Kigali - Rwanda

info@wasac.rw | www.wasac.rw



2. Commercial Field Officer

Location: Upcountry

Reports to: Billing & Revenue Collection Supervisor

Nature of Contract: Open-ended

Key Duties and Responsibilities

- Abide by normal working hours and comply with Rwandan labor law.
- Ensure accurate meter readings and consistent billing according to the billing itinerary.
- Provide daily billing updates to the supervisor.
- Regularly update customer profiles using the designated template.
- Ensure all assigned clients receive correct invoices on time and are billed and recovered within the required timeframe.
- Report field issues, including incidents, leakages, or suspected fraud, on a daily basis.
- Ensure newly connected customers are billed monthly.
- Maintain good customer relations and provide accurate information when requested.
- Submit consolidated monthly reports immediately after the billing cycle.
- Perform any other duties assigned by the supervisor.

Minimum Job Requirements

- Currently employed by WASAC under short-term contract, casual basis (within the last six months), or MOD arrangement staff
- Application letter addressed to the Managing Director, WASAC Utility Ltd
- Detailed CV
- Notified Advanced Certificate (S6 / A2)
- Copy of National ID
- Driving License (Category A) is an added advantage

3. Recovery Technician

Location: Upcountry and Kigali Branches

Reports to: Customer Care and Billing Supervisor

Nature of Contract: Open-ended

Key Duties and Responsibilities

- Disconnect water services for customers with unpaid bills, following commercial department instructions.
- Reconnect services for customers who have settled arrears after authorized approval.
- Provide accurate meter information and verify proper functioning.
- Report water leakages, illegal connections, or suspected water theft.
- Perform assigned duties and any additional tasks given by the supervisor.

Minimum Job Requirements

- Currently employed by WASAC under **short-term contract, casual basis (within the last six months), or MOD arrangement staff**
- Application letter addressed to the **Managing Director, WASAC Utility Ltd**
- Detailed CV
- Notified **Advanced Certificate (S6 / A2)** in Plumbing or Construction
- Copy of National ID
- Driving License (**Category A**) is an **added advantage**





4. Branch Accountant

Location: Upcountry

Reports to: Head of Branch

Nature of Contract: Open-ended

Main Responsibilities

- Process payments, invoices, journal vouchers, employee reimbursements, and statements.
- Record other income activities according to commercial policies and procedures.
- Verify authenticity of source documents and ensure correct chart of accounts usage.
- Prepare daily Excel spreadsheets for proper recording of other incomes and manual payments.
- Prepare and issue reconciled EBM invoices.
- Manage and organize branch stock items to support operations without stock-outs.
- Post financial data in the automated accounting system and review online transactions for accuracy.
- Ensure proper use of petty cash funds.
- Handle customer complaints related to billing or payments.
- Oversee all branch financial and accounting matters.
- Perform any other tasks assigned by branch management.

Minimum Job Requirements

- Currently employed by WASAC under **open-ended or short-term contract**
- Application letter addressed to the **Managing Director, WASAC Utility Ltd**
- Detailed CV
- Notified **Bachelor's Degree in Finance or Accounting**
- Pursuing CPA, ACCA, or IFAC-accredited qualification (**Minimum Foundational Level 1**) is an **added advantage**
- Copy of Service Certificate
- Copy of National ID

Examination Note

- Positions of **Plumber, Commercial Field Officer, and Recovery Technician** will undergo a **written test only**, marked out of **100%**.
- The **Branch Accountant** position will undergo **both written test and oral interview**.

How to Apply

Internal candidates should submit **hard copies** of all required documents to the **Central Secretariat of WASAC Utility Ltd** no later than **24/12/2025 at 5:00 PM**.

Only shortlisted candidates will be contacted for the written test.

Done at Kigali,

16 DEC 2025

BAHIGE K. Jean Berchimas
Acting Managing Director

