JOB VACANCIES

COPEDU PLC, is a trading company engaged in savings and credits. It was registered as a trading company in the Development Bank (RDB) on February 21, 2013 and licensed by the Central Bank of Rwanda (BNR) on 13/03/2014 to operates as a microfinance institution in Rwanda.

COPEDU PLC wishes to encourage all qualified, capable, and interested candidates to apply for the below vacant position:

> ## Head of IT & Network banking Department

General Description:

The Head of the "ICT and Network Banking" Department is responsible for leading and managing the bank's IT operations, ensuring the reliability, security, and efficiency of all technological systems and services. They oversee access to the information system, maintain IT security, and ensure the smooth operation of COPEDU Plc's IT network and infrastructure.

Job description

- Develop and implement IT policies and strategies aligned with COPEDU Plc's objectives;
- Oversee the IT infrastructure, core banking systems, and digital platforms to ensure optimal performance;
- Ensure system integrity, data security, and business continuity through effective backup and recovery plans;
- Supervise incidents, problem, change, and configuration management processes to ensure smooth IT operations;
- Lead IT project management, ensuring timely delivery, within budget, and meeting business goals;
- Ensure the reliability and security of IT networks and banking software;
- Strengthen internal and external IT security measures to prevent cyber threats;
- Conduct risk assessments and implement security protocols in compliance with banking regulations;
- Keep up with emerging technologies and recommend system upgrades to enhance efficiency;
- Ensure high-quality IT service delivery by providing technical support and troubleshooting system issues;
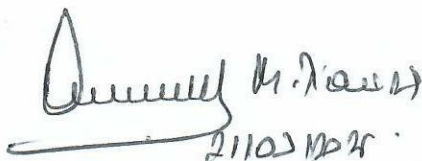
- Promote new technology-driven products as part of the bank's digital transformation strategy;
- Facilitate collaboration with vendors, third-party service providers, and regulatory bodies;
- Manage and coordinate the activities of the IT department and its staff;
- Oversee training and capacity-building programs for IT staff to enhance skills and performance;
- Ensure IT operations comply with industry regulations, IT governance frameworks, and data protection laws;
- Supervise end-of-day and end-of-month system closures to ensure smooth banking operations.

Requirements

- Bachelor's degree in information technology, Computer Science, or a related field
- 5years of experience in IT management, preferably in the banking or financial sector
- Proficiency in network security, database management, and IT service management
- Strong expertise in IT infrastructure, and banking software management
- Proven ability to lead teams, manage IT projects, and make strategic technology decisions
- Excellent problem-solving, communication, and stakeholder management skills
- Strong Leadership
- Ability to work under pressure and meet deadlines.
- Integrity and honesty

All applications must include a motivation letter, ID copy, a detailed Curriculum Vitae and copies of degrees which will be sent to the following e-mail address: hr-recruitment@copeduplc.rw no later than Friday, **April 10, 2025.**

Done on March 20th, 2025.

MUYANGO Raïssa

Managing Director

COPEDU PLC
Twizigamire Tugurizwe Dutere Imbere