UMUTANGUHA
Finance Company Plc
Imari kuri bose/ Finance for all
RÉSEAU
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## EXTERNAL RECRUITMENT ADVERTISEMENT OF VACANT POST TO THE POSITION OF CYBER SECURITY &DATA PROTECTION MANAGER

**UMUTANGUHA Finance Company (UFC) Plc**, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw is recruiting self-motivated, creative to fill the position of Cyber Security &Data Protection Manager.

### A. JOB SUMMARY

The Cybersecurity and Data Protection Manager will be responsible for developing and implementing an information security strategy aligned with UFC Business strategy objectives and complying with regulations in place. He/she will also be ensuring that the UFC organization assets and its clients' information are adequately protected against cyber threats and risks.

### B. MAIN RESPONSIBILITIES

- Develop, implement, and monitor a strategic, comprehensive information security program.
- Establishing robust security policies, standards, and procedures to mitigate security risks and ensure regulatory compliance.
- Oversee the investigation of security breaches, manage incident response, and coordinate with external investigators if necessary.
- Assess the technology architecture for vulnerabilities and implement required software upgrades or patches.
- Ensure network operations align with local and national privacy laws (such as data protection frameworks).
- Educate employees and stakeholders about cybersecurity best practices and organizational risks
- Management of the UFC security operation center (SOC) including monitoring and reporting on incidences occurring and alerted by security tools such as SIEM and other
- Identify, assess, and document IT risks across systems, applications, and infrastructure.
- Support implementation of risk controls and mitigation measures.
- Support business continuity, disaster recovery, and incident management activities.
- Assist in the establishment of the Business continuity plan and ensure its regular testing

- Adhere to, advise, oversee, monitor and enforce enterprise frameworks and methodologies that relate to technology controls / information security activities.
- Inform and advise UFC of their obligations pursuant to the cybersecurity and Data Protection Laws the Data Protection Laws.
- Cooperate with the supervisory authority and to act as its contact point on issues relating to processing of personal data.
- Working with key internal stakeholders in the review of projects to ensure compliance with local data privacy laws, and where necessary, complete and advise on privacy impact assessments.
- Serving as the primary point of contact for queries in the business in regards to data Protection and Privacy.
- Reviewing UFC vendor contracts and consents needed to implement projects in partnership with the Legal and Information Security functions, and ensuring compliance with local regulatory requirements.
- Conduct risk assessment related to data handling and ensure the risk register is in place and is updated.
- Regular user activity monitoring and reporting on deviations of policies and regulations in place.
- Define, implement, and maintain the information security framework and governance model
- Conduct regular risk assessments and security audits to identify vulnerabilities and implement mitigation strategies
- Collaborate with technology team for the management of incident response, ensuring timely detection and resolution of security incidents.
- Provide training and awareness programs to employees to foster a culture of security within the organization

## C. KEY PERFORMANCE INDICATORS

- Level of implementation of UFC Cybersecurity strategy and policies
- Level of compliance with regulatory law and directives regarding cybersecurity and data protection.
- Level of implementation of data protection strategy, law, regulation and policies.
- Level of policies implementation for Vulnerability assessment and security controls Compliance
- Regularity in systems cybersecurity incidence monitoring and reporting
- Regularity in Business continuity Plan testing timelines.
- Staff Cybersecurity awareness campaign and training sessions conducted

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## D. EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree in information technology, Computer Science, Information Systems Security, or a related field.
- Minimum 5+ years of experience in cybersecurity or information security risk management.
- Having at least one the certifications such CISA, CISSP, CISM, CEH, ISO/IEC 27001 Lead Auditor is a plus.
- Experience in financial services or insurance sector IT environments is a plus.
- *Familiarity with Rwanda's regulatory environment (NCSA, BNR) is required.*
- Familiarity with Firewalls, IDS/IPS, endpoint security, penetration testing, VPNs.
- Familiarity with Windows/Linux server environments, virtualization, cloud, and network fundamentals (TCP/IP, VLANs, firewalls).
- Familiarity with Data privacy principles, breach management, and regulatory reporting requirements.
- Experience in compliance and regulatory frameworks (e.g. ISO 27001, NCSA/BNR requirements) is a plus.

## E. APPLICATION DOCUMENTS:

- Application letter
- Curriculum vitae
- Copy of ID/Passport
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents
- A list of three references and their contacts

**Note**: All documents should be scanned in one document and be electronically submitted to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

**The deadline for receiving applications is 8th December 2026 at 5:00 PM**

NB:

✓ Only short-listed candidates will be contacted

Done at Kigali, 26th November 2026.

**Mr. Simeon SIBOBUGINGO**
**Ag. Chief Executive Officer**

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