

EXTERNAL RECRUITMENT ADVERTISEMENT OF THE POSITION OF SENIOR DATABASE ADMINISTRATOR

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, persuasive individuals with excellent communication and sales skills to fill the positions of **Senior Database Administrator** with the following duties and responsibilities:

ANNEX A: JOB DESCRIPTION

Role:

- The role is pivotal for the designing, building and maintaining a robust and scalable systems and pipelines needed for efficient data storage, processing, and retrieval and reporting
- The incumbent is responsible for ensuring the UFC data integrity, accessibility and usability for any UFC PLC stakeholders' data decision making needs.

Mission

- Ensuring Data Infrastructure Management including Designing and implementing scalable and reliable database architectures.
- Ensuring the performance of the databases both On-Prem and Cloud across production and non-production environments.
- Responsible for the daily, monthly, quarterly Central bank reporting requirement such as Electronic Data Warehouse (EDWH) reporting and regulatory reports as may be required.
- Ensuring regularity and timely end-of-day and month-end activities.
- Ensuring a controlled and secured backup is performed regularly as per established policy, regulation and standards.
- Participating in finding solutions for data anomalies and/or discrepancy.

Activities include:

- The creation of dashboards and reports for any UFC PLC business decision making and/or any reporting requirement including management, board and regulatory reporting needs.
- Building Data Pipelines: Developing ETL processes to move data from various sources into data warehouses or data lakes.
- Designing and creating data reports and dashboards that succinctly present the UFC operational and/or financial status in a visually appealing and understandable manner for its stakeholders.

- Contribute to the installation of databases, configuration and performance tuning.
- Contribute to the development of database management documentation including the backup, recovery, Migration and disaster recovery procedures, standards, and policies.
- Collaborate with cross-functional and project teams to understand requirements and deliver database solutions that align with UFC business objectives.
- Implementation and management of database replication, backup, and recovery strategies, ensuring data integrity and business continuity.
- Optimization of database performance by monitoring database systems, analyzing query performance, and implementing indexing strategies and tuning techniques.
- Implement and maintain database security measures, including access controls, encryption, and auditing mechanisms.
- Perform monitoring of the database replications and functioning of the DR site applications.
- Perform periodic data backup and a continuous testing of backup copies to ensure contents usefulness and less recovery time as per UFC IT Policy requires.
- Support the business reporting requirement and Ensure compliance with regulation in terms of accuracy and timely reporting (Daily, Monthly, Quarterly, Yearly) based on requirement.
- Amending or designing new reports as per the business requirements.
- In collaboration with the UFC PLC information and Data protection function, ensure compliance with Data Protection Law, Cybersecurity regulation and ensure vulnerability assessments are regularly being done to ensure safety of database systems.
- Support the systems Vendors (fintech and or telecom) and consultants for application database deployment and integrity including the CBS, ERP and Digital solutions.
- Investigate and analyze system data imbalance and advise on the corrective action;
- Planning and advise on future storage requirements for the database system
- Provide support in the documentation of the UFC PLC database management, including data standards and procedures;
- Documenting the database errors logs or any other issue raised by business and work with the concerned vendor to fix in case is it not possible to be fixed internally.
- Perform the system closing of day, month and year (EOD, EOM and EOY) activities.
- Share weekly a listing of all activities performed of the previous week
- Perform any other tasks assigned by hierarchical supervisor

Key Performance Indicators

- Acceptable Database performance
- Availability Quality Data and reports
- Regularity in reporting
- Meet the assigned targets

HEAD OFFICE

Nyamirambo, KN 2 Av. Building No. 177,
(Opp. Kigali Pelé stadium) P.O. Box 2998 Kigali - Rwanda.

Toll-free: 5020. Tel: +250 788 387 730 Email: info@ufinance.co.rw Website: www.ufinance.co.rw TIN: 101310843

Requirements: Qualifications, Professional Certification and Experience

- A0 in Computer Science and Technology or a similar field
- 3 years of experience in any of the similar jobs such as database administrator or data reporting officer, data analyst or data engineer.
- Hands-on experience in both open-source and commercial database solutions
- Experience with database monitoring and performance tuning tools.
- Knowledge of backup and recovery tools and strategies.
- Familiarity with virtualization technologies and cloud-based database solutions.
- Familiarity with programming languages
- Experience within a bank or microfinance is high advantage
- Familiarity with producing regulatory and management reports is added advantage
- Knowledge of report design tool such Jasper or crystal report is added advantage
- Knowledge of database on a Linux environment is added advantage.
- Having writing Database Scripting experience/ skills is must.
- Knowledge of IT tools for banking operations
- Proficiency in technologies such SQL, Python, Java; platforms such (AWS, GCP, Azure) and big data technologies.
- Advanced capabilities in spreadsheet tools like Excel, data visualization software such as Tableau or Power BI.
- Expertise in query optimization, database performance tuning and high-availability setups
- Familiarity with cloud-based database solutions and DevOps pipelines.
- Skilled in database security, including role-based access and encryption.
- Strong understanding of database administration best practices, design patterns, and standards.
- Demonstrates excellent problem-solving skills, attention to detail, and effective communication and teamwork abilities
- Any other task assigned by the Line Supervisor.

Application documents:

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

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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 9th February 2026 at 05:00 PM

NB:

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 26th January 2026



UFC
P.O.Box: 2998 KIGALI
Code: 101310843
HEAD OFFICE

Mr. Noel MUHAWENIMANA
Chief Executive Officer