

## Job Description

Please submit organizational chart to your business associate along with the Job Description

VACANCY INFORMATION			
Job Title	Senior Software Developer	Manager Name/Title	Policy Manager
		Department/Office	Policy-Education Embedded lab /Rwanda
History of Position	New	FOR GLOBAL HR USE ONLY	
JD Last Revised		Requisition ID	
Job Grade	C2	ADP ID	
SMT Member		Work Unit ID	
Employee Type	Technical specialist for Data systems	Overtime Exemption	
Contract Type	Fixed-Term	EEO Code	
Contract Duration	1 Year, renewable	Workers Comp Code	
Hours per Week	40		
Vacancy Type	Open to nationals		
Vacancy Details			
Preferred Office Loc.	CO-Rwanda		

### JOB PURPOSE *(Limit 750 characters)*

Through the learning cycle of IPA Rwanda embedded lab within the Ministry of education on strengthening data systems, we are seeking a highly skilled Senior Software Developer with strong experience in system integration, database analysis & system architecture design and coding to join our team. In this position, you will have the opportunity to work autonomously with minimal supervision, leveraging your exceptional organizational and problem-solving abilities. Your primary objective will be to analyze the current Management Information systems, processes, and requirements to identify areas for improvement and optimization. This will also involve maintaining and upgrading the existing Teacher Management Information System (TMIS) and facilitate transition process as required.

MAJOR RESPONSIBILITIES		
% of time	Activity	End Results
70%, System development and deployment	<ul style="list-style-type: none"> <li>Analyze current systems, processes, and requirements to identify areas for improvement and optimization</li> <li>Maintaining and upgrading existing system and facilitate the system technical documentations</li> <li>Develop tools and applications by producing clean, efficient code</li> <li>Troubleshoot issues related to deployment, performance, and localization, and implement effective solutions in a timely manner.</li> <li>Monitor system performance, security, and availability, implementing proactive measures to prevent downtime and data loss.</li> </ul>	<ul style="list-style-type: none"> <li>The data systems (TMIS/CAMIS) that IPA embedded lab support are contentiously upgraded and additional modules are developed, tested and deployed, based on the need of decision makers at high level &amp; relevant education policy reform</li> <li>The Systems are well maintained and secured</li> <li>The systems are accessible by users at all level, from national o school and they perform well</li> <li>The dashboard and operational reports are created based on MINEDUC need</li> </ul>
15%, stakeholder engagement activities, including user training and support	<ul style="list-style-type: none"> <li>Collaborate with internal teams and partners to fix and improve products</li> <li>Collaborate with IT team members, Business analysts, and external stakeholders to implement and support integrated technology solutions.</li> <li>Conducting regular reviews of systems and generating reports on efficiencies and improvement areas</li> <li>Draft the system user manuals and facilitate user trainings</li> </ul>	<ul style="list-style-type: none"> <li>The system user manuals are available and accessible to all users</li> <li>Stakeholder engagement activities are planned and well coordinated</li> <li>The users are technically supported and trained on the improved features</li> <li>TMIS or CAMIS is continuously improved based on user feedback and MINEDUC need</li> </ul>

15%, Team collaboration, knowledge sharing and capacity strengthening	<ul style="list-style-type: none"> <li>● Stay updated on emerging technologies, industry trends, and best practices in DevOps, cloud computing, and localization to drive continuous improvement.</li> <li>● Provide technical guidance and support to team members and stakeholders as needed</li> <li>● Plan and implement the knowledge transfers and facilitate the transition process of the improved TMIS, between IPA team and the MINEDUC team</li> </ul>	<ul style="list-style-type: none"> <li>● There's a clear plan and necessary system documentations to guide the knowledge transfer and transition process</li> <li>● Knowledge sharing &amp; transition process is planned and implemented- The system is maintained in collaboration with the Ministry of Education, Chief Digital Office staff</li> </ul>
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## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> <li>● Bachelor's degree in related fields, such as Software engineering, computer science or Information Technology;</li> <li>● Up to five years experience working as a full stack software developer, or similar role with a focus on software design, data structures, algorithms, deployment, configuration, and object-oriented programming;</li> <li>● Extensive experience in software development, scripting and project management;</li> <li>● Experience using system monitoring tools and automated testing frameworks;</li> <li>● Knowledge of selected programming languages/frameworks (e.g. Javascript/ Node JS, React JS, Redux);</li> <li>● In-depth knowledge of relational database management systems (prefer: MS SQL Server);</li> <li>● Experience with containerization and orchestration technologies (prefer: Docker);</li> <li>● Experience with CI/CD tools (e.g. GitLab CI) and version control systems (e.g., Git);</li> <li>● Proficiency in scripting and automation using languages like Python, Shell, or PowerShell;</li> <li>● Capable of organizing and facilitating training on information and data management systems and the use of ICT;</li> <li>● Knowledge of the Rwandan Education system is an asset;</li> <li>● Strong written and oral communication skills and complete fluency in English is required;</li> </ul>
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Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> <li>● Bachelor's degree in related fields, such as Software engineering, computer science or Information Technology;</li> </ul>				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>● Knowledge in Software development, testing frameworks and deployment, using advanced programming languages and frameworks</li> <li>● Knowledge of APIs and complex system architecture</li> <li>● Good knowledge in database analysis and design</li> </ul>				
Travel and/or Work Environment Requirement	Ability to travel up to 0%	Physical Requirements	Full time, working from the office	Language Requirements	Proficient in English and Kinyarwanda

KEY WORKING RELATIONSHIPS		
Contact (within IPA or outside IPA)	Reason for contact	Frequency of contact
IPA- Policy Manager	Working with the embedded lab team at IPA and collaborate with other software developers, embedded in MINEDUC	Attend meetings and other policy event
MINEDUC-CDO Department	Work hand in hand with the IT team in the Ministry of education, Department of Chief Digital Office in charge of software development and networking	Work at the Ministry for some days in a week
REB/RTB/NESA/Districts-TDM Department	Work with the REB/RTB/NESA team as the business owner of the system and the national level users	Organized workshop to present the progress and training
MIFOTRA/NIDA-CDO Department	With the continuous system integration with other external system, MIFOTRA and NIDA are among the stakeholders	In case there's a technical issues on the system integration
APPLICATION INSTRUCTIONS		

INTERESTED APPLICANTS MEETING THE POSITION REQUIREMENTS SHOULD COMPLETE AN ONLINE APPLICATION AND SUBMIT THEIR CV AND REQUIRED DOCUMENTS THROUGH THE FOLLOWING LINK:

[https://innovationsforpovertyaction.formstack.com/forms/ipa\\_rwanda\\_senior\\_software\\_developer\\_job\\_application\\_form](https://innovationsforpovertyaction.formstack.com/forms/ipa_rwanda_senior_software_developer_job_application_form)

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS. APPLICATIONS SUBMISSION DEADLINE IS **AUGUST 3, 2025**. ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED.