



JOB VACANCY ANNOUNCEMENT

COPEDU Plc is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Financial Institution registered in the Office of the Registrar General with Company Code:100544628, P.O Box.4053, Kigali. COPEDU Plc is a Deposit Taking Financial Institution operating in Rwanda offering Banking services as mandated under the Rwandan law.

COPEDU Plc wishes to encourage all qualified, capable, and interested candidates to apply for the position of **Head of IT Department**.

Department: IT Department
Reports to: Executive Director
Location: Kigali

General Description:

The Head of IT department provides strategic leadership and oversight for COPEDU PLC's IT infrastructure, digital banking platforms, and innovation strategy. This role ensures secure, efficient, and scalable technology operations while aligning digital transformation efforts with the institution's strategic goals.

Key Responsibilities

- Develop and implement IT strategies, policies, and procedures aligned with COPEDU Plc's strategic objectives.
- Lead the Bank's digital transformation initiatives and technology innovation programs.
- Oversee the management and maintenance of IT infrastructure, networks, hardware, software, and core banking systems.
- Ensure the availability, reliability, and performance of all IT systems and services across the institution.
- Manage system upgrades, integrations, and technology enhancements to support business growth.
- Ensure the security, integrity, confidentiality, and availability of organizational data and information systems.
- Develop and enforce information security policies, standards, and controls to mitigate cyber risks.
- Conduct IT risk assessments and implement appropriate mitigation and security measures.
- Ensure compliance with banking regulations, data protection laws, and IT governance frameworks.
- Oversee business continuity, disaster recovery, backup, and system recovery processes.
- Manage IT operations, including incidents, problems, change, and configuration management processes.

- Ensure efficient IT service delivery and provide effective technical support to all users and branches.
- Lead the planning, implementation, and monitoring of IT and digital transformation projects.
- Manage cloud infrastructure, system automation, and modern technology platforms to improve operational efficiency.
- Promote the adoption of emerging technologies and digital solutions to enhance customer experience and service delivery.
- Monitor system performance, service levels, and operational efficiency to ensure continuous improvement.
- Manage relationships with technology vendors, consultants, service providers, and regulatory authorities.
- Prepare and submit periodic reports on IT operations, projects, risks, security, and departmental performance.
- Lead, supervise, coach, and develop IT staff while promoting a culture of innovation, accountability, and continuous learning.
- Manage departmental resources and budgets while ensuring cost-effective utilization of technology investments.

Required Profile and Qualifications

- Bachelor's degree in Information Technology, Computer Science, or related field with at least 5 years of IT experience, including 3 years in a senior IT role in banking sector.
- Certifications/Qualifications: Certified Information Professional, is an added value
- Strong expertise in network architecture, system administration, and programming.
- Ability to quickly embrace evolving technologies and industry trends.
- Expertise in managing complex IT systems, server configurations, and disaster recovery protocols.
- Experience in managing IT resources, assets, and vendor relationships.
- Skilled in processing optimization and automation to improve IT operations.
- Strong ability to analyze data, forecast needs, and make informed decisions.
- Advanced command of IT tools and software used in networking and systems management.
- Ability to work efficiently under pressure while maintaining high-quality standards.
- Organizational skills with the ability to lead and supervise a team.
- Demonstrates a high level of integrity and strong work ethics in all tasks

All applications must include;

- A motivation letter
- A copy of the National ID
- A detailed Curriculum Vitae (CV)
- Copies of academic and professional certificates
- Copies of certificates of rendered service



COPEDU Plc offers the following staff benefits:

- Competitive and attractive salary package based on experience and qualifications;
- Annual leave allowance;
- Long service recognition allowance;
- Preferential interest rates on staff loans;
- Annual performance bonus based on individual and company performance;
- Medical insurance coverage;
- Supportive and collaborative working environment;
- Opportunities for continuous professional development and career advancement;

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, **June 12, 2026**.

Done on June 4th, 2026.


KABERA R. Charles
Executive Director


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