



NOTICE OF RECRUITMENT

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 operate as a microfinance institution in Rwanda.

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

1. IT Audit manager

General Description

Under the supervision of the Head of Internal Audit Department, IT Audit Manager is responsible for evaluating and improving the effectiveness of IT risk management, controls, and governance processes to provide management with independent assurance that adequate controls have been designed and have effectively been implemented to mitigate the key risks associated with IT systems and its operations and recommend appropriate preventive measures.

Task Descriptions

- Develop the annual IT audit plan to ensure that such plan addresses all key IT risks
- Perform audit on system operating procedures, system security, programming controls, communication controls, backup; disaster recovery and system maintenance to make recommendations on areas of improvement
- Conduct assessments of information processing systems to determine their effectiveness
- Review control aspects of new IT applications, products, or services throughout their development and implementation to ensure appropriate changes are made within established time frames
- Evaluate information systems to ensure that information management is accurate, adequate, and reliable for decision making
- Review information systems facilities and services to determine the adequacy of logical controls, change controls, backup and recovery procedures, and business continuity management

- Identify and recommend improvements in current risk management controls for implementation of system changes or upgrades.
- Analyse and document all information systems and their respective controls and develop an appropriate audit program to test the effectiveness of controls.
- Assess the reliability and integrity of operational information systems and prepare report for decision making
- Prepare and submit IT audit reports to the Head of Internal Audit
- Follow up on audit recommendations to ensure that implementation of recommendations is undertaken
- Conduct legitimate investigations to ensure accurate analysis, conclusions, or admissible evidence and recommendations
- Perform any other similar tasks assigned to him by his superior

Requirements

- Bachelor's degree in Computer Science, Information technology
- Professional certification in IT audit (CISA) is an asset.
- At least 4 years' experience in similar field or IT Department in the bank.
- Willing to learn audit techniques and methodology based on professional audit standards
- Proficiency in computer languages and knowledge of IT risks
- Mastery of various banking information systems
- Rigorous, methodical, detail-oriented, and able to synthesize information
- Ability to work under pressure
- Integrity and ethics

2. Banking System and Database Administration Officer

General Description

The Banking System and Database Administration Officer is responsible for the maintenance and performance of the core banking system and database, including installations, maintenance, and upgrades. It must respond to the needs or problems of COPEDU Plc and ensure a thorough understanding of solutions to sort out the needs of COPEDU Plc.

Task Descriptions

- Provide governance, control and risk management in systems administration processes and ensure data integrity of all published reports.
- Recommend temporary solutions to problems to improve customer service
- Ensure governance, control, and risk management in database management by scheduling and executing regular backups

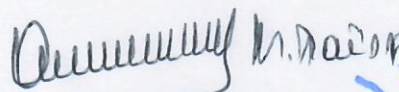
- Plan, manage, and test recovery procedures, control access to permissions and privileges, and monitor and audit security logs
- Investigate, diagnose, and resolve anomalies
- Design, develop and improve the database
- Perform regular backups of computer systems, end-of-day and month-end activities and ensures that backup media is stored in a controlled and secure location.
- Contribute to the development of database management procedures, standards, and policies
- Perform any other similar tasks assigned to him by his superior

Requirements

- Bachelor's degree in Computer Science, Information technology
- At least 2 years' experience in similar field or IT Department in the bank
- Proficiency in computer languages
- Mastery of the design principles of a user interface
- Ability to work under pressure
- Rigorous, methodical, detail-oriented, and able to synthesize information
- Integrity and ethics

All Applications must include a motivation, ID Copy, a detailed Curriculum Vitae and a copy of degree; which will be sent to the following e-mail address: hr-recruitment@copeduplc.rw no later than Friday, **January 31st, 2023**.

Done on January 16th, 2023.


 17/01/2023
MUYANGO Raïssa
Managing Director

