

Date: 23-June-2022

JOB ADVERTISEMENT AND TERMS OF REFERENCE

JALI S.C PLC is an Investee Company of JALI Investment Ltd and JALI Transport Ltd which are investment Companies of Rwanda Federal Union of Transport Cooperatives (RFTC). The Company was registered under the laws of the Republic of Rwanda by the Rwanda Development Board on the **26th January 2018**. JALI S.C PLC was licensed by National Bank of Rwanda on **3rd January 2019** and in conformity with **article 4** of BNR regulation number **02/2009** on the organization of Microfinance. it was allowed to operate microfinance activities in Rwanda under the status of Public Limited Company. JALI S.C PLC was authorized to perform all activities for which the license has been granted. Its headquarters is located at **AMASHYIRAHAMWE - Modern Market Building /Nyabugogo** opposite WASAC Kimisagara Road; Nyarugenge district, in Kigali city.

The main founding objective of **JALI S.C PLC** is to provide reliable and affordable financial solutions to Small and Medium Size Enterprises and local individuals. Our primary targeted clientele is mainly the members of transport cooperatives across Rwanda. These clients include drivers, motor cyclists, vehicle operators, garages and spare parts shops, wash bay businesses and individual transport operators but we also extend financial services to the rest of the public. Currently JALIS.C PLC has one main branch and makes use of Mobile banking (SMS, USSD, PUSH and PULL) for the customer services accessibility and it's going to make use of agency banking before putting branches in place.

It is in this regard that JALI SC PLC would like to recruit an **IT Officer** for the vacant position. The table below shows Job position/duties, specific requirements, and a number of needed employees.

S/ N	Job Position / Duties	Specific Requirements	Number of Employees
1	IT Officer <ul style="list-style-type: none"> • Installs, maintains and upgrades internal computer hardware and software systems used for designing, developing and/or delivering company products; • Processing of backend information for managing JALI SC PLC databases and systems; • Responsibility for the start of day and end of day operations for JALI S.C PLC database; 	<ul style="list-style-type: none"> • Bachelor's Degree in Computer Science or IT or System Administration or a closely related field, or equivalent - required; • At least three (3) years of experience in database, network or 	1



+ (250) 788 307 184



info@jalisc.rw



www.jalisc.rw

PO. BOX 4903 KIGALI - RWANDA



AMASHYIRAHAMWE Modern Market II Opposite WASAC Kimisagara Road



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| <ul style="list-style-type: none">• Responsibility for Electronic Data Warehouse (EDWH) and Business Intelligence (BI) reporting;• Providing access to all the authorized users of the JALI S.C PLC database, control users' access and passwords and provide technical support on database queries;• Ensuring Data security and data integrity by regular update of data protection solutions;• Daily Backup of JALI S.C PLC data and storage in a safe offsite location;• Provide monitoring and pro-active maintenance across the banking systems stack including:<ul style="list-style-type: none">✓ Database systems✓ Banking platforms and delivery channels✓ Internet and Networks✓ ICT Capacity Building Planning✓ Software Management✓ Application patch management✓ Software Licensing Management✓ Responsibility for IT External stakeholders• Assist with hardware and software vendor evaluation, recommendation and negotiation especially with regards to core banking, mobile banking and agency banking systems requirements;• Collect or Propose and lead implementation of system enhancements that will improve reliability and performance indices;• Train personnel on systems usage;• Assist with recommending, scheduling, and implementing system hardware and software maintenance, repairs and/or upgrades;• Supports web access, webmail access, and electronic messaging services and maintains a secure systems stack and network environments;• Provides new hardware specifications to user based on needs and anticipated growth;• Maintain and support the integrity of the | <ul style="list-style-type: none">system administration - required;• Proven experience of the programming languages such as PHP/JAVA/C-Sharp and/or JavaScript – required;• Proven experience of Database management systems and database types such as PostgreSQL, MS SQL Server - required;• Knowledge on Network devices, such as Firewalls, Switches, Routers and other cyber security practices is required;• Experience in Server administration and management for Linux and Windows server - required;• IT Certifications in Linux, System administration, CCNA, CEH, MSSMP or other network related fields are a plus;• Working knowledge of systems and networking software, hardware, and networking protocols;• Experience with scripting and automation tools;• A proven track record of developing and implementing IT strategy and plans;• Strong knowledge of implementing and |
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<ul style="list-style-type: none">• Perform systems maintenance tasks, such as backups, recoveries and file maintenance;• Schedules, installs and tests system software upgrades;• Configures Software and resolves technical problems;• Monitors and maintains software licensing and maintenance agreements;• Perform any other duties as may be required by the direct supervisor or Employer;	<ul style="list-style-type: none">• Strong knowledge of implementing the IT industry's best practices;• Strong communication and Team collaboration skills;	
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Interested candidates are required to submit their academic documents for consideration via JALI S.C PLC Email: jaliscplc@gmail.com not later than Monday, 30th -June-2022 at 5:00 pm:

- ✓ Application Letter
- ✓ Comprehensive Curriculum Vitae
- ✓ Certified copies of Degree/Certificates
- ✓ Copy of the Bio data page of National ID Card
- ✓ Telephone number and email address
- ✓ Names and contacts (with Telephone and emails) of three (3) referees

Note:

- ✓ Rwandan candidates who meet the above requirements will be shortlisted and contacted for the exam.
- ✓ Having knowledge in Ad banking software is an added value
- ✓ Age Limit: Not above 35 years

Cordially,

Done at Kigali, on 23rd June 2022.



MUTABAZI Augustin

Managing Director, JALI S.C PLC



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