



JALI S.C PLC
Grow your money with us

JOB ADVERTISEMENT

We are seeking to recruit a qualified, competent, and results-oriented candidates for the position of IT Assistant to support the institution's IT operations across all branches.

Position: IT Assistant

Duty Station: Head Office, Kigali, Rwanda

Employment Type: Full-time

Key Responsibilities

A. Core Banking System Operations

- Administer and maintain the core banking and AdBanking systems.
- Manage user accounts, access rights, system configurations, and operational troubleshooting.
- Monitor system performance, transaction processing, and data integrity.
- Coordinate system upgrades, maintenance, and technical support with vendors.
- Provide technical support to staff and troubleshoot hardware, software, and network-related issues.
- Support the preparation and extraction of reports from the Enterprise Data Warehouse (EDWH).
- Install, configure, and maintain computers, printers, Microsoft 365, and other IT equipment.
- Assist in managing networks, internet connectivity, email systems, and IT infrastructure.
- Support IT security, data backup, access control, and compliance with internal IT policies.
- Maintain IT asset inventories, software licenses, and technical documentation.
- Assist in implementing IT policies, procedures, and business continuity measures.

Qualifications and Experience:

Applicants should have:

Qualifications and Experience

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, or a related field.
- At least three (3) years of relevant IT experience, preferably in a financial institution
- Basic knowledge of computer hardware, software, networking, and IT troubleshooting.
- Knowledge of Microsoft 365, databases, and core banking systems (ad banking) will be an added advantage.

RN3 RD KN 20 Ave, Inkundamahoro Modern Market – Nyabugogo Nyarugenge District, Kigali City
(opposite Wasac) P.O. Box 4903 Kigali, Rwanda
Tel.: +(250) 78 8314937, email: infor@jalisc.rw, website: www.jalisc.rw

Key Competencies

The successful candidate should demonstrate:

- Strong troubleshooting and analytical skills.
- Good knowledge of IT infrastructure, cybersecurity, and data management.
- Strong communication, documentation, and problem-solving skills.
- High integrity, confidentiality, accountability, and ability to work independently

How to Apply:

Interested and qualified candidates should submit:

- Interested candidates should submit an application letter, updated CV, academic and professional certificates, identification, and contact details of three referees

Applications should be submitted to recruitment@jalisc.rw no later than [28th October 2026 at 5pm] and only shortlisted candidates will be contact.

Approved by:



NDAKAZA Emmanuel



Managing Director