



## **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 **IT Audit Officer**.

**Department:** Audit

**Reports to:** IT Audit Manager

**Location:** Kigali

### **General description**

An IT Audit Officer is responsible for evaluating and improving an organization's information technology systems, controls, security, and compliance processes. The role focuses on ensuring that IT operations are secure, efficient, reliable, and aligned with business objectives, regulatory requirements, and internal policies.

### **Key Responsibilities**

- Plan, execute, and document IT audits covering systems, applications, databases, networks, infrastructure, and information security processes;
- Assess the adequacy and effectiveness of internal IT controls related to cybersecurity, user access management, data integrity, system availability, and operational reliability;
- Identify IT risks, vulnerabilities, and control weaknesses that may impact business operations, data confidentiality, integrity, and availability, and recommend appropriate corrective actions;
- Review and evaluate cybersecurity controls including firewalls, endpoint protection, antivirus systems, intrusion detection tools, monitoring systems, privileged access controls, and incident response procedures;
- Monitor compliance with internal policies, regulatory requirements, and recognized IT governance and security frameworks;
- Maintain up-to-date knowledge of emerging technologies, cybersecurity threats, IT audit methodologies, and industry best practices;

- Support integrated audits by collaborating with operational, compliance, financial, and external auditors where information systems or technology-related risks are involved;
- Evaluate the effectiveness, reliability, and security of COPEDU Plc's digital platforms, applications, and software solutions in safeguarding customer and organizational information;
- Participate in the review of new IT systems, applications, products, and technology initiatives during development, acquisition, implementation, and change processes to ensure adequate controls are embedded;
- Review system upgrades, migrations, and technology changes to ensure risks are properly identified, assessed, and mitigated through effective controls;
- Assess reliability, accuracy, confidentiality, and integrity of information generated from operational systems and prepare audit analyses and reports to support management decision-making;
- Prepare timely, accurate, and comprehensive IT audit reports and submit findings, recommendations, and action plans;
- Conduct investigations and fact-finding reviews relating to IT incidents, fraud risks, security breaches, or policy violations, and provide objective analysis and supporting evidence where applicable.

## **REQUIRED PROFILE AND QUALIFICATIONS**

- Bachelor's degree in information technology, Computer Science, Information Systems, or related field.
- Having a Professional certification such as CISA is an Asset.
- Having a minimum of 2 years in a similar role, experience in IT operations or information security systems in a bank is required
- Strong analytical, investigative, and problem-solving skills.
- Excellent communication and report writing skills.
- Leadership and team management abilities.
- High level of professional integrity and objectivity.
- Ability to manage multiple audits and priorities effectively.
- Eager to learn audit techniques and methodology based on professional audit standards.
- Proficiency in computer languages and understanding IT risk management.
- Rigorous, methodical, and detail-oriented with strong analytical skills.
- Ability to synthesize complex information effectively.
- Able to work well under pressure and meet tight deadlines.

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;
- Etc.

Candidates are required to send their applications in **One (1) pdf** document through the email; [hr-recruitment@copeduplc.rw](mailto:hr-recruitment@copeduplc.rw) not later than **05/06/2026**. Only selected candidates will be contacted.

Done on **25/05/2026**.

  
**KABERA RWAGATARE Charles**  
**Executive Director**

