



## **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 invites interested candidates to apply for the *Network and system administrator* position.

### **General Description**

The Network and System administrator configures and manages computer equipment (servers, switches, firewalls, and routers), including daily checks, failure reports, and closing follow-ups.

### **Task Descriptions**

- Ensure that Disaster Recovery (DR) and BCP (Business Continuity Plans) network components are in place and tested regularly.
- Ensure governance, control, and risk management in network management and maintenance operations.
- Provide services and technical assistance between COPEDU Plc and Internet service providers
- Maintain the network and computer system daily.
- Identify vulnerabilities and anomalies and develop new configurations to optimize network performance and security.
- Plan, provision, configure and test the core infrastructure (servers), operating systems, COPEDU Plc domain, and associated hardware and software.
- Monitor server performance and perform checks to ensure it behaves as expected.
- Monitor incident logs and resolve them within SLA deadlines or forward them to the supervisor.
- Ensure governance, control, and risk management in systems administration processes.



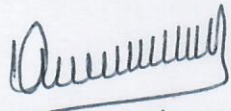
- Depending on specific operational needs, take responsibility for the network and infrastructure components of specific projects.
- Take ownership and ensure a timely response and resolution of customer and user problems.
- Build relationships with key stakeholders to understand their current and future business needs and manage outsourced partners in accordance with SLA requirements.
- Produce periodic reports.
- Perform any other similar tasks entrusted to him by his superiors.

### Requirements

- A0 in Computer Science and Technology or a similar field
- At least 3 years of experience in the IT field
- Knowledge of IT tools for banking operations
- Demonstrate interpersonal and communication skills.
- Know how to adapt user needs to existing products.
- Ability to adapt and work under stress.
- Have a sense of initiative.
- Be rigorous and precise.
- Integrity and ethics

All Applications must include a motivation, ID Copy, a detailed Curriculum Vitae, and a copy of the degree; which will be sent to the following e-mail address: [hr-recruitment@copeduplc.rw](mailto:hr-recruitment@copeduplc.rw) no later than Friday, **March 31<sup>st</sup>, 2023.**

Done on **March 15<sup>th</sup>, 2023.**

  
18/03/2023

**MUYANGO Raïssa**  
Managing Director