



COOPERATIVE OF PROGRESS & FINANCING INEZA

P.O.BOX:48 MUHANGA –RWANDA. TEL:0782553125, 0788743637

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JOB ADVERTISEMENT: IT OFFICER

Position: IT Officer

Location: MUHANGA, Rwanda

Organization: CPF INEZA PLC

Application Deadline: Within 30 days from the date of publication

About CPF INEZA

CPF INEZA is a licensed financial institution regulated by the National Bank of Rwanda (BNR), committed to promoting financial inclusion through innovative, secure, and sustainable financial services. The institution operates in compliance with applicable laws and regulatory frameworks, including IT risk management and cybersecurity standards.

Job Purpose

The IT Officer will be responsible for ensuring the effective IT Systems management, security, and integrity of CPF INEZA's IT systems and infrastructure, in full compliance with BNR regulatory requirements, including guidelines on IT risk management, cybersecurity, and customer data protection.

Key Responsibilities

- Oversee the day-to-day management, maintenance, and optimal performance of IT systems, networks, and infrastructure
- Ensure the availability, reliability, and security of core banking systems and digital financial service platforms
- Implement, monitor, and continuously enhance IT controls in compliance with BNR ICT Risk Management and Cybersecurity Guidelines
- Identify, assess, and mitigate IT and cybersecurity risks, and maintain an up-to-date IT risk register
- Conduct regular vulnerability assessments and risk mitigation
- Monitor systems for vulnerabilities and security breaches; investigate incidents and ensure timely response, resolution, and reporting
- Develop, implement, and maintain IT policies, procedures, and standards in line with regulatory and internal requirements
- Ensure effective user access management, including role-based access controls, segregation of duties, and system accountability
- Manage data backup processes, disaster recovery plans, and business continuity arrangements, including periodic testing

- Maintain accurate IT documentation, system logs, and audit trails to support accountability and regulatory review
- Support internal and external audits, as well as regulatory inspections, including those conducted by BNR
- Prepare and submit periodic IT, risk, and cybersecurity reports to management and relevant governance committees
- Manage relationships with IT vendors and service providers, ensuring compliance with service level agreements (SLAs)
- Provide technical support and guidance to staff, ensuring timely and effective resolution of IT-related issues
- Conduct staff training and awareness programs on cybersecurity, data protection, and acceptable use of IT systems
- Monitor system performance and recommend upgrades, innovations, and cost-effective technology solutions to support business growth

Qualifications and Experience

- Bachelor's degree in Information Technology, Computer Science, Software Engineering, or ICT related field.
- Certifications in IT systems, networking, or security (e.g., CompTIA, Microsoft, ITIL, CCNA) are an added advantage
- Minimum of 3 years of experience in IT systems management and Applications support, software development, and integrations, including Core Banking Systems, e-banking, mobile money, or agency banking systems preferably in a regulated financial institution
- Strong knowledge of networking, systems administration, database management and Cybersecurity expertise.
- Proven understanding of IT governance, risk management, and cybersecurity principles
- Familiarity with ISO/IEC 27001 and NIST Cybersecurity Frameworks, BNR regulatory requirements on ICT and data protection.
- Competence in Linux/Unix environments and Windows Server
- Proficiency in Java, JSON, XML, C#, Python, PHP, SQL, and web technologies.
- Experience in Relational Database Management System using Microsoft SQL server, Oracle DB
- Familiarity with core banking systems, digital banking platforms, and automation tools preferred.
- Strong problem-solving, communication, and collaboration skills

Key Competencies

- Strong analytical and problem-solving skills
- High integrity and confidentiality in handling sensitive information
- Ability to work independently and under pressure
- Strong communication and reporting skills
- Attention to details and compliance-oriented mindset
- Technical troubleshooting and analytical skills
- Innovation and process improvement mindset
- Effective collaboration with stakeholders across business and IT teams
- Ability to document and communicate technical solutions clearly
- Fluency in English and French, both in writing and speaking

Submission Deadline

All applications must be submitted not later than 25 April 2026.
Only shortlisted candidates will be contacted.

Mode of Submission

Applications should be sent to:

- Email: info@cpfineza.rw, or cpfineza@gmail.com
or
- Delivered physically to:
CPF INEZA Head Office
MUHANGA
- Contact phone: 0782553125

Application Procedure

Interested candidates are invited to submit:

- A detailed Curriculum Vitae (CV)
- A cover letter addressed to the Chairperson of the board
- Copies of academic and professional certificates

Muhanga on 30/03/2026

CPF INEZA

MUTAKWASUKU Yvonne

Chairperson

