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Job Advertisement

Amasezerano Community Banking (ACB) Plc is recruiting a young and dynamic IT to work in the IT Department. The candidate should have required skills to contribute to the management of information system of a banking institution.

ACB Plc is a Christian Micro Finance Institution that started in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our vision is to be a leading Christian financial institution that contributes to holistic and sustainable development. Our mission is to bring holistic transformation into the community through quality financial services. Our values are quality service, transparency, integrity and accountability. We are committed to taking financial services closer to the people.

Responsibilities:

Reporting to the Head of Finance, you will have the following responsibilities among others:

- Installing and configuring computer hardware operating systems and applications;
- Maintaining computer systems and networks;
- Support the bank staff to solve issues as they occur;
- Troubleshooting system and network problems and diagnosing;
- Ensure that information backup is done on a regular basis;
- Setting up new user's accounts and profiles and dealing with password issues;
- Supporting in the setting up of official/institution emails (For all staff members);
- Ensure that the institution website is regularly updated.

Abilities and skills

- Ability to work independently and with a high level of initiative
- Proven ability to multi-task and function in a fast-paced work environment
- Consistently achieves high-level results
- Very good written and oral communication skills
- Demonstrated ability to work with a sense of urgency and timeliness
- Strong IT problem solving skills
- Power Point presentation skills.



Bring an impact on people's lives -

Note: A detailed Job Description can be found at our Office located in Kicukiro, Sonatubes Roundabout, in the HR Department.

Required Qualifications and Experience

- A university degree in ICT, MIS, IT, A0 with a strong experience is accepted;
- A minimum of 2 years experience in a related position;
- Proficiency with Microsoft Office;
- Fluency in English and French.

If you feel that you meet the above requirements, please submit the following:

- Letter of application addressed to the Managing Director of ACB Plc;
- Curriculum Vitae indicating 3 referees and their addresses;
- Photocopies of degrees and Transcript
- Photocopy of identity card;
- Recommendation letter signed by your Church Pastor.

Documents in a sealed envelope should be sent to the **Head of Human Resources** of Amasezerano Community Banking Ltd at the head office **before or on Friday, 15 November 2019 at 17:00.**

Done at Kigali, 08 November 2019

Froduald Munyankiko
Managing Director

