



**SPECIAL GUARANTEE FUND
BP 7359 KIGALI.**

VACANCY ANNOUNCEMENT

The Special Guarantee Fund (SGF) would like to recruit a competent ICT and Database Officer who fulfil the following requirements:

Job position	Administrative Unit	Job profile
<p>ICT and Database Officer</p>	<p>Administration and Finance Unit</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ✓ Manage the information network; ✓ Manage the data base ✓ Manage on a daily basis the safety of data ✓ Update the functioning of the users ✓ Assist the users of the data base in case of problems ✓ Proceed to the regular inspection of ITC equipment in order to avoid eventual breaking down ✓ Plan the supply of ICT stationery and equipment ✓ Repair the breakdown of equipment ✓ Make the follow up of ITC application in the delivery of services; ✓ Provide a technical assistance needed by any employee ✓ Make the security control of the software data and that of the Materials ✓ Train and follow up the staff using the new programs ✓ Update the website of the Fund whenever necessary. ✓ Keep the maintenance of the ICT equipments of the SGF ✓ Elaborate and transmit regular activities reports ✓ Collect data and information from all services of the SGF in order to put in place necessary statistics ✓ Manage the statistical data of the general trend of the SGF <p>Minimum Academic Qualifications:</p> <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in</p>

		<p>Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> ✓ Knowledge of justice ICT policies and strategies; ✓ Highly proficient with Microsoft Windows operating systems ✓ Proficient in Microsoft Office products ✓ Proficient in basic networking protocols and standards ✓ Knowledge of AD, Exchange, VPN, routers, and wireless internet access; ✓ Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; ✓ Interpersonal Skills; ✓ Communication skills ✓ Negotiation Skills; ✓ Problem-solving skills; ✓ Analytical skills; ✓ Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.
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The job applicant must fill and submit an electronic job application form using online E-recruitment available on MIFOTRA website www.mifotra.gov.rw or on SGF website www.ikigega.rw. All job applications must be submitted not later than 12th November, 2018.

06 NOV 2018

Done at Kigali, on

Dr Joseph NZABONIKUZA
Director General

