

## **JOB ADVERTISEMENT**

The **Rwanda Development Board (RDB)** is a government institution established to accelerate Rwanda's economic development by promoting investment, driving private sector growth, and facilitating business operations across the country. The Chief Digital Office is responsible for driving RDB's digital transformation agenda, its mandate includes promoting e-government services, accelerating adoption of emerging technologies, fostering a vibrant digital economy, enabling digital infrastructure development, and ensuring policies and initiatives align with Rwanda's vision. RDB is seeking to recruit qualified and competent professionals on **Contract basis** for the following positions under Chief Digital Office:

S/n	Job title	Required qualifications, experience & competencies	Key duties and responsibilities	Number of posts
1.	Cybersecurity Specialist	<b>Minimum Qualifications</b> <ul style="list-style-type: none"> <li>Bachelor's Degree in Computer Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, cybersecurity, Information Management or in any other related field with 3 years of relevant working experience.</li> <li>Master's Degree in the same fields with and 2 year of relevant working experience.</li> <li>At least one IT professional Certification in any of these; MCSE, MCITP, RHCE, ITIL, CCNA, CCNP, OSCP, eCPPT, CRTP, CCSK, CRT0 or</li> </ul>	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Develop, implement, and enforce IT security policies, standards, and procedures across RDB.</li> <li>Identify, assess, and remediate security vulnerabilities in systems and applications.</li> <li>Lead the response to security incidents, conducting investigations, and implementing corrective actions.</li> <li>Promote a culture of security awareness among RDB employees, providing training and guidance.</li> <li>Implement and manage security monitoring tools and systems to detect and respond to threats in real-time.</li> <li>Ensure RDB's compliance with relevant security regulations and standards.</li> <li>Manage user access and permissions, implementing role-based access controls.</li> </ul>	1

		<p>IBM Security Intelligence Engineer is an added advantage;</p> <p><b>Key Competencies Required</b></p> <ul style="list-style-type: none"> <li>• Strong skills in networking and IT systems Security.</li> <li>• Web Application Penetration Testing (PT) skills.</li> <li>• Proficiency in programming languages (Java, .NET, PHP, Python).</li> <li>• Ability to conduct IT security audits and vulnerability assessment.</li> <li>• Detail-oriented and proactive with strong teamwork skills.</li> <li>• Proficiency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Provide training and awareness programs to staff on security best practices.</li> </ul>	
2.	System Admin Specialist	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or in any other related field with 3 years of relevant working experience; or</li> <li>• Master's Degree in the same fields with 2 year of relevant working experience.</li> <li>• Knowledge in active directory, Microsoft exchange server is an added advantage.</li> </ul>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain the organization's computer systems, including servers, storage, and network devices.</li> <li>• Create, modify, and deactivate user accounts and access permissions as per organizational policies.</li> <li>• Install, configure, and maintain server hardware and operating systems, including Windows and Linux.</li> <li>• Implement and manage data backup and recovery procedures to ensure data integrity and availability.</li> <li>• Apply software and security updates to servers and systems in a timely manner to mitigate vulnerabilities.</li> </ul>	2

		<ul style="list-style-type: none"> <li>• Possession of professional certifications such as CCNA, CCNA Security, and any other IT certificates is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor system performance, resource utilization, and server logs to proactively identify and resolve issues.</li> <li>• Ensure that systems are compliant with security standards and policies, including access controls and encryption.</li> <li>• Respond to system outages, security incidents, and technical issues promptly and efficiently.</li> <li>• Maintain comprehensive documentation of system configurations, procedures, and troubleshooting guides.</li> <li>• Plan and implement system upgrades and expansions to accommodate growing technology needs.</li> <li>• Develop and test disaster recovery plans and procedures to minimize downtime in case of system failures.</li> <li>• Interact with technology vendors for support, maintenance, and warranty management of hardware and software.</li> <li>• Provide technical support and troubleshooting assistance to end-users and other IT staff.</li> <li>• Develop and conduct training sessions for staff on system- related topics and best practices.</li> <li>• Implement and manage changes to systems and configurations while minimizing disruptions.</li> <li>• Identify opportunities for automation to streamline system administration tasks and improve efficiency.</li> <li>• Participate in security audits and vulnerability assessments, addressing findings and ensuring compliance.</li> <li>• Maintain an inventory of hardware, software licenses, and system assets.</li> </ul>	
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3.	Network Engineer/Specialist	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in Computer Science Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or in any other related field with 3 years of relevant working experience; or</li> <li>Master's Degree in the same fields 2 year of relevant working experience.</li> <li>Possession of relevant IT professional certifications (e.g., CCNA, CCNP, Cisco Certified Specialist, DNS Administration, Internet Exchange point, etc...) is an added advantage.</li> </ul> <p><b>Key Competencies Required:</b></p> <ul style="list-style-type: none"> <li>Strong skills in networking, system</li> </ul>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Design, deploy, maintain and optimization of RDB communication networks (HQ &amp; branches);</li> <li>Responsible for installing, hardening, updating and upgrading RDB network devices OS's;</li> <li>Responsible for designing and deploying network management &amp; monitoring system to monitor RDB networks in order to identify malicious and abnormal traffics;</li> <li>Responsible for designing and implementing network security &amp; access control policies and enforce compliance;</li> <li>Responsible for developing, protecting and regularly updating RDB network documentation;</li> <li>Responsible for management contracts related to internet and hosting services;</li> <li>Provide technical support related to network connectivity and ensure 99.9% availability internet service;</li> <li>Interact and negotiate with vendors, outsourcers, and</li> </ul>	

		<p>administration.</p> <ul style="list-style-type: none"> <li>• Highly organized with integrity.</li> <li>• Ability to multitask and work in a fast-paced environment.</li> <li>• Proficiency in English</li> </ul>	<p>contractors to procure network products and services;</p> <ul style="list-style-type: none"> <li>• Responsible for assessing the status RDB networks and make recommendations for future optimization;</li> <li>• Responsible for coordinating the activities for the IT infrastructure team</li> <li>• Any other related assignment as may be directed by superiors.</li> </ul>	
4.	Database Administrator	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Software Engineering, or a related field with 3 years of relevant working experience.</li> <li>• Master's Degree in the same fields with 2 years of relevant working experience.</li> <li>• Minimum 2 years of hands-on database administration experience.</li> <li>• Proven expertise with at least one major RDBMS (SQL Server, Oracle, PostgreSQL, MySQL).</li> <li>• Familiarity with cloud database solutions (Azure SQL, AWS RDS, Google Cloud SQL) is an advantage.</li> </ul> <p><b>Key Competencies Required</b></p> <ul style="list-style-type: none"> <li>• Strong knowledge of platforms like SQL Server, Oracle, MySQL,</li> </ul>	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Design, implement, and maintain database structures; establish policies and procedures pertaining to its management, security, maintenance, and use;</li> <li>• Collaborate with application developers to ensure optimal database design for performance and scalability;</li> <li>• Monitor and tune database performance for optimal efficiency;</li> <li>• Identify and resolve performance bottlenecks, ensuring the availability and reliability of databases;</li> <li>• Implement and maintain database security measures to protect sensitive data;</li> <li>• Ensure compliance with data protection regulations and industry standards;</li> <li>• Develop and implement backup and recovery strategies to safeguard data against loss or corruption;</li> <li>• Conduct regular testing of backup and recovery procedures;</li> <li>• Apply patches and upgrades to database software to ensure the latest features and security enhancements;</li> </ul>	2

		<p>PostgreSQL, MongoDB.</p> <ul style="list-style-type: none"> <li>• Understanding of both relational (RDBMS) and NoSQL databases.</li> <li>• Writing efficient SQL queries, stored procedures, triggers, and functions.</li> <li>• Using PowerShell, Bash, Python, or Shell scripting for automation.</li> <li>• Designing and managing backup strategies.</li> <li>• Implementing high availability (HA) and failover clustering.</li> <li>• Performing disaster recovery drills.</li> <li>• Indexing strategies, query optimization, and execution plan analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform routine maintenance tasks such as indexing, integrity checks, and optimization;</li> <li>• Conduct capacity planning to anticipate future database resource requirements;</li> <li>• Recommend hardware and software upgrades to support growing data needs;</li> <li>• Collaborate with cross-functional teams to understand data requirements and provide database-related support;</li> <li>• Communicate technical information to non-technical stakeholders effectively;</li> <li>• Create and maintain comprehensive documentation for database configurations, processes, and procedures;</li> <li>• Perform any other duties as assigned by supervisors.</li> </ul>	
5.	Help Desk/Officer	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Information Technology, Computer Science, or a related field.</li> </ul> <p><b>Key Competencies Required</b></p> <ul style="list-style-type: none"> <li>• Strong technical knowledge of computer hardware, software, and networking.</li> <li>• Excellent problem-solving skills to diagnose and resolve IT issues.</li> <li>• Effective communication skills to assist users in a clear and courteous manner.</li> </ul>	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide responsive and effective IT support to RDB employees, addressing hardware, software, and network issues.</li> <li>• Diagnose and troubleshoot technical problems reported by users, ensuring timely resolution. Log and track support requests and incidents, maintaining accurate records of user issues and solutions.</li> <li>• Create and update knowledge base articles and FAQs to assist users in resolving common issues independently.</li> <li>• Communicate clearly and courteously with end-users,</li> </ul>	2

		<ul style="list-style-type: none"> <li>• Customer-oriented approach with the ability to provide quality technical support.</li> <li>• Proficiency in using help desk software and IT support tools.</li> <li>• Ability to work collaboratively in a team and prioritize tasks effectively.</li> <li>• Attention to detail to document and track support requests accurately.</li> <li>• Proficiency in English</li> </ul>	<p>providing instructions and guidance for issue resolution.</p> <ul style="list-style-type: none"> <li>• Assist with hardware setup, maintenance, and repairs, ensuring equipment is in working order.</li> <li>• Install, configure, and update software applications on user devices as needed.</li> <li>• Offer basic IT training to users to improve their technical proficiency.</li> <li>• Promote IT security awareness among users and enforce security policies and procedures.</li> <li>• Gather user feedback on IT services and systems to identify areas for improvement.</li> </ul>	
6.	Datacenter Admin Specialist	<b>Minimum Qualifications</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Software Engineering, or a related field with 3 years of relevant working experience.</li> <li>• Master's Degree in the same fields with 2 years of relevant working experience.</li> <li>• Minimum 2 years of experience in system administration, datacenter operations, or IT infrastructure.</li> <li>• Hands-on experience with virtualization technologies (VMware, Hyper-V, etc.).</li> <li>• Strong knowledge of server operating systems (Windows Server, Linux).</li> </ul>	<b>Key responsibilities</b> <ul style="list-style-type: none"> <li>• Install, configure, and maintain physical and virtual servers, storage, and network devices.</li> <li>• Administer operating systems (Windows, Linux, etc.) and virtualization platforms (VMware, Hyper-V, etc.).</li> <li>• Ensure datacenter systems meet required availability, scalability, and performance standards.</li> <li>• Monitor datacenter health, including hardware, cooling, power usage, and network traffic.</li> <li>• Proactively detect and resolve performance bottlenecks and outages.</li> <li>• Manage incident response and system recovery in coordination with IT support teams.</li> <li>• Implement and maintain datacenter security policies, firewalls, and access controls.</li> </ul>	1

		<b>Key Competencies Required</b> <ul style="list-style-type: none"> <li>• Proficiency in networking (LAN, WAN, DNS, DHCP, firewalls).</li> <li>• Familiarity with storage systems (SAN, NAS) and backup solutions.</li> <li>• Experience with monitoring tools (Nagios, Zabbix, SolarWinds, etc.).</li> <li>• Knowledge of cloud environments (Microsoft 365, Azure, AWS) is an added advantage.</li> <li>• Strong problem-solving and analytical skills.</li> <li>• Ability to work under pressure and manage multiple priorities.</li> <li>• Excellent communication and teamwork abilities.</li> <li>• Proficiency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee backup operations, disaster recovery, and failover systems.</li> <li>• Ensure compliance with organizational IT policies and relevant regulations.</li> <li>• Maintain accurate system documentation, including configurations, incidents, and change logs.</li> <li>• Generate reports on system uptime, capacity usage, and performance.</li> <li>• Support IT audits and compliance assessments.</li> <li>• Work closely with IT teams (network, cybersecurity, application development) to support business operations.</li> <li>• Provide technical support to stakeholders and end-users as needed.</li> <li>• Coordinate with vendors for procurement, maintenance, and warranty services.</li> </ul>	
7.	Data Analysis Specialist	<b>Minimum Qualifications</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Software Engineering, or a related field with 3 years of relevant working experience.</li> <li>• Master's Degree in the same fields with 2 years of relevant working experience.</li> <li>• 2 years of experience in data analysis,</li> </ul>	<b>Key responsibilities</b> <ul style="list-style-type: none"> <li>• Gather, clean, and organize structured and unstructured data from multiple internal and external sources.</li> <li>• Maintain data accuracy, consistency, and integrity across systems.</li> <li>• Collaborate with IT teams to ensure proper data storage, accessibility, and security.</li> </ul>	1



		<p>business intelligence, or related roles.</p> <ul style="list-style-type: none"> <li>• Hands-on experience with data visualization tools (Power BI, Tableau, or Qlik).</li> <li>• Strong background in SQL, Excel, and statistical analysis.</li> </ul> <p><b>Key Competencies Required</b></p> <ul style="list-style-type: none"> <li>• Proficiency in programming languages such as Python or R.</li> <li>• Strong understanding of relational databases and data warehousing.</li> <li>• Knowledge of machine learning and predictive analytics is an asset.</li> <li>• Strong analytical and critical thinking abilities.</li> <li>• Excellent communication and presentation skills.</li> <li>• Ability to translate technical results into business language.</li> <li>• Attention to detail and commitment to data accuracy.</li> <li>• Proficiency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Perform statistical analysis to identify trends, patterns, and correlations.</li> <li>• Translate complex datasets into meaningful business insights and recommendations.</li> <li>• Support forecasting, scenario analysis, and performance measurement.</li> <li>• Design and maintain interactive dashboards (e.g., Power BI, Tableau, Excel).</li> <li>• Prepare regular and ad-hoc reports for senior management and stakeholders.</li> <li>• Present findings in clear, concise, and actionable formats.</li> <li>• Work closely with business units to understand data needs and develop tailored solutions.</li> <li>• Provide insights to support strategic planning, operational improvements, and policy formulation.</li> <li>• Train staff on data literacy and the use of analytics tools.</li> </ul>	
8	Data Engineer	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science,</li> </ul>	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Design, build, and optimize data pipelines and ETL/ELT</li> </ul>	2

		<p>Software Engineering, or a related field with 3 years of relevant working experience.</p> <ul style="list-style-type: none"> <li>• Master's Degree in the same fields with 2 years of relevant working experience.</li> <li>• 3 years of experience as a Data Engineer, Database Administrator, or similar role.</li> <li>• Proven experience with data pipeline frameworks (Apache Airflow, Luigi, etc.).</li> <li>• Hands-on experience with cloud platforms (Azure, AWS, GCP).</li> <li>• Key Competencies Required</li> <li>• Strong proficiency in SQL, Python, or Scala for data manipulation.</li> <li>• Experience with big data frameworks (Hadoop, Spark, Databricks).</li> <li>• Knowledge of relational (PostgreSQL, MySQL, SQL Server) and NoSQL databases (MongoDB, Cassandra).</li> <li>• Familiarity with data warehouse tools (Snowflake, Redshift, BigQuery).</li> <li>• Understanding of API integration,</li> </ul>	<p>processes.</p> <ul style="list-style-type: none"> <li>• Develop and maintain data warehouses, data lakes, and cloud- based storage solutions.</li> <li>• Integrate structured and unstructured data from multiple internal and external sources.</li> <li>• Ensure data integrity, accuracy, and consistency across systems.</li> <li>• Implement data validation, cleansing, and monitoring mechanisms.</li> <li>• Support data governance policies, metadata management, and compliance with regulations (e.g., GDPR).</li> <li>• Manage and optimize relational and non-relational databases (SQL, NoSQL).</li> <li>• Monitor database performance, troubleshoot issues, and tune queries.</li> <li>• Implement backup, recovery, and archiving strategies.</li> <li>• Work with data analysts, scientists, and business teams to provide accessible, reliable datasets.</li> <li>• Collaborate with software engineers on application data needs and APIs.</li> <li>• Provide technical support for analytics and reporting platforms (e.g., Power BI, Tableau).</li> <li>• Stay updated with emerging data engineering tools and technologies.</li> <li>• Automate data workflows and optimize performance to reduce costs and processing time.</li> </ul>	
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		<p>data security, and encryption practices.</p> <ul style="list-style-type: none"> <li>• Strong problem-solving and analytical abilities.</li> <li>• Effective communication and collaboration across technical and non-technical teams.</li> <li>• Ability to manage multiple priorities and deliver results under pressure.</li> <li>• Proficiency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the design of advanced analytics and AI/ML pipelines.</li> </ul>	
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## MODE OF APPLICATION

Duly signed application letters addressed to the CEO of RDB together with updated detailed curriculum vitae, copies of both academic and professional certificates, proof of related experience/valid work certificates and names and addresses of at least three (3) reference persons and copy of Identity Card should be submitted by email to [talentacquisition@rdb.rw](mailto:talentacquisition@rdb.rw) not later than **06/10/2025** latest **5:00 P.M.**

### Note:

1. The submission of **valid and acceptable** proof of experience or work certificates, attached to your job application letter **is mandatory** to support the relevant experience outlined in the applicant's CV, along with the other documents mentioned above, for pre-selection.
2. Your job application and its attachments **MUST be scanned as ONE single PDF document** for easy download & analysis of applications otherwise the application will not be considered for preselection.
3. Candidates who apply for more than one (1) position **MUST** submit separate application letters with relevant attachments for each position they are applying for. Any one application containing multiple positions will not be considered for preselection.
4. **ONLY online** applications will be received on the above-mentioned email. No hard copy applications will be received.
5. The **email subject** must clearly specify the **job title** you are applying for.
6. For any follow-up, clarification, or appeal regarding your application, please contact us at [hr@rdb.rw](mailto:hr@rdb.rw).

7. RDB is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we strongly encourage every qualified candidate to apply.

A handwritten signature in blue ink is written over a circular official seal. The seal contains the RDB logo and the text "RWANDA DEVELOPMENT BOARD" around the perimeter.

**Jean-Guy AFRIKA**  
**Chief Executive Officer**