

## **EXTERNAL RECRUITMENT ADVERTISEMENT OF THE POSITION OF IT DATA & REPORTING ANALYST**

UMUTANGUHA Finance Company (UFC) Plc, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw is recruiting self-motivated, creative, persuasive individuals with excellent communication and sales skills to fill the positions of IT Analyst, data & Reporting with the following duties and responsibilities:

### **ANNEX A: JOB DESCRIPTION**

#### **Main Role:**

- Ensuring the performance, security, backup and testing of the databases both On-Prem and Cloud across production and non-production environments.
- Responsible for the daily, monthly, quarterly Central bank reporting requirement such as Electronic Data Warehouse (EDWH) reporting and regulatory reports as may be required.
- Provide technical expertise in the Applications Systems data integrations and/or migration projects, data issues and anomalies and/or discrepancy.

#### **Responsibilities include:**

- Creation of dashboards and reports for any UFC PLC business decision making and/or any reporting requirement including management, board and regulatory reporting needs.
- Building Data Pipelines: Developing ETL processes to move data from various sources into data warehouses or data lakes.
- Contribute to the installation of databases, configuration and performance tuning.
- Contribute to the development of database management documentation including the backup, recovery, Migration and disaster recovery procedures, standards, and policies.
- Collaborate with cross-functional and project teams to understand requirements and deliver database solutions that align with UFC business objectives.
- Implementation and management of database replication, backup, and recovery strategies, ensuring data integrity and business continuity.
- Monitoring database systems, analyzing query performance, and implementing indexing strategies and tuning techniques.
- Implement and maintain database security measures, including access controls, encryption, and auditing mechanisms.
- Perform monitoring of the database replications and functioning of the DR site applications.
- Perform periodic data backup and a continuous testing of backup copies to ensure contents usefulness and less recovery time as per UFC IT Policy requires.
- Support the business reporting requirement and Ensure compliance with regulation in terms of accuracy and timely reporting (Daily, Monthly, Quarterly, Yearly) based on requirement.



#### **HEAD OFFICE**

Nyamirambo, KN 2 Av. Building No. 177,  
(Opp. Kigali Pelé stadium) P.O. Box 2998 Kigali - Rwanda.

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- Amending or designing new reports as per the business requirements.
- Support the systems Vendors (fintech and or telecom) and consultants for application database deployment and integrity including the CBS, ERP and Digital solutions.
- Investigate and analyze system data imbalance and advise on the corrective action;
- Planning and advise on future storage requirements for the database system
- Act as main technical person for the system data migration as may be required.
- Provide support in the documentation of the VFC database management, including data standards and procedures;
- Documenting the database errors logs or any other issue raised by business and work with the concerned vendor to fix in case is it not possible to be fixed internally.
- Perform the system closing of day, month and year (EOD, EOM and EOY) activities in alternance with other IT team members.

#### Key Performance Indicators

- Acceptable Database performance
- Availability Quality Data and reports
- Regularity in meeting the reporting deadlines
- Level of Regularity and correctness for business system closing
- Level of respecting the data backup and testing requirement

#### Requirements: Qualifications, Professional Certification and Experience

- A0 in Computer Science and Technology or a similar field
- 3 years of experience in any of the similar jobs such as database administrator or data reporting officer, data analyst or data engineer.
- Hands-on experience in both open-source and commercial database solutions
- Experience with database monitoring and performance tuning tools.
- Knowledge of backup and recovery tools and strategies.
- Familiarity with virtualization technologies and cloud-based database solutions.
- Familiarity with programming languages
- Experience within a bank or microfinance is high advantage
- Familiarity with producing regulatory and management reports is added advantage
- Knowledge of report design tool such Jasper or crystal report is added advantage
- Knowledge of database on a Linux environment is added advantage.
- Having writing Database Scripting experience/ skills is must.
- Knowledge of IT tools for banking operations
- Proficiency in technologies such SQL, Python, Java; platforms such (AWS, GCP, Azure) and big data technologies.
- Advanced capabilities in spreadsheet tools like Excel, data visualization software such as Tableau or Power BI.
- Expertise in query optimization, database performance tuning and high-availability setups
- Familiarity with cloud-based database solutions and DevOps pipelines.



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- Skilled in database security, including role-based access and encryption.
- Strong understanding of database administration best practices, design patterns, and standards.
- Demonstrates excellent problem-solving skills, attention to detail, and effective communication and teamwork abilities

**Application documents:**

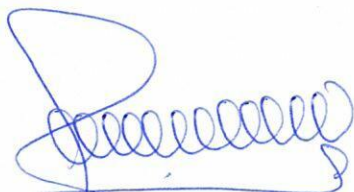
- Application letter
- Curriculum vitae
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents
- A list of three references and their contacts

**Note:** All documents should be scanned in one document and be electronically submitted to: [ufc.recruitment@ufinance.co.rw](mailto:ufc.recruitment@ufinance.co.rw) (Please mention the position you are applying for in the email subject).

**The deadline for receiving applications is 18<sup>th</sup> June 2026 at 05:00 PM**

**NB:** Only short-listed candidates will be contacted

Done at Kigali, 8<sup>th</sup> June 2026



**Mrs. Josephine MUKUNDIYIMANA**  
HR& Admin Manager



**Mr. Noel MUHAWENIMANA**  
Chief Executive Officer