National Bank of Rwanda
Banki Nkuru y'u Rwanda

Human Resources and Administration Directorate

November 12. 2019

EMPLOYMENT OPPORTUNITIES

The National Bank of Rwanda's **Vision** is "To become a World Class Central Bank" and the **Mission** is "To Ensure Price Stability and a Sound Financial System". The Bank **Core Values** are: Integrity, Accountability, Mutual-respect and Team-work, Excellence.

The Bank wishes to encourage all qualified, capable and interested professional candidates to apply for the vacant positions here below and therefore be part of the journey to become a World Class Central Banking Team.

1. STATISTICS DEPARTMENT

1.1 Senior Officer, Data scientist (1 position)

a. Job Summary

The Senior Officer, Data scientist will be responsible of cleaning raw data that contains human, machine or instrument errors and develop data set processes for data production, mining and modeling. The jobholder will need to leverage large volumes of data (structured and unstructured) from internal and external sources to answer business needs of the bank and of key stakeholders. In addition, will build analytics programs, machine learning, and statistical methods for predictive and prescriptive modeling; develop visualization and dashboards to communicate the results.

b. **Key duties and responsibilities**
- Data cleansing - identifying, assessing and resolving any data quality issues, develop, and execute data cleanup measures.
- Evaluate large dataset for quality and accuracy and work with ICT staff to correct data quality errors.
- Determine root cause for data quality errors and make recommendations for long-term solutions.
- Extract data from a variety of relational databases, manipulate, explore data using quantitative, statistical and visualization tools.
- Inform the selection of appropriate modeling techniques to ensure that predictive models are developed using rigorous statistical processes.
- Establish and maintain effective processes for validating and updating predictive models.
- Analyze, model, and forecast economic patterns/ trends and create the capability to model outcomes of what-if scenarios for novel in economic patterns.
- Help manage the innovation cycle of conducting analyses, generating insights, advocating for the integration of new concepts into existing tools, helping to translate ad-hoc analyses into scalable solutions.

- Build algorithms, predictive models and dashboards that get deployed in the form of products, policy or scientific research.

c. **Education and Experience Requirements**
- Master's degree in Information Technology, Computer Science, Data Science, Mathematics, Physics or Statistics with 3 years of experience.
- Proficiency in review, analysis and management of large volumes of data using programming languages as Python, R, MATLAB, Tableau and others.
- Understanding of big data tools, methodology and techniques.
- Familiarity with analytical techniques in text mining, sentiment analysis, machine learning, deep learning, predictive analysis, event detection and modeling of complex systems.
- Programming and database skills in any of the following languages/technologies is a plus: JAVA Script, C/C++/C#, SQL, .NET, Python-NLTK, TensorFlow, etc.

d. **Skills and Competencies Required**
- Personal drive and effectiveness;
- Ability to generate breakthrough solutions;
- Ability to constantly deliver quality and value;
- Strong customer focus; and
- Effective Communication skills

e. **Maximum Age: 35 years**

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to:

- datascientistSO@bnr.rw for candidates interested for in the position **Senior Officer, Data scientist.**
- Deadline for Application 22 November 2019, before 17:00pm

2. HUMAN RESOURCES MANAGEMENT & DEVELOPMENT DEPARTMENT

2.1 Officer, Learning and Development (1 position)

a. **Job Summary**
The Officer, Learning and Development enables the Bank achieve its objectives through organizing trainings

b. **Key duties and responsibilities**
- Participate in training needs assessment (TNA); and contribute to the report on TNA with key priority area and skills needed in the Bank

- Organize training/induction programmes and follow up on implementation of trainings and inductions as planed
- Support the preparation of training budget;
- Prepare training venue and logistics needed for training
- Prepare induction ensuring all new staff are inducted;
- Prepare training materials for in-house courses;
- File and retrieve units' correspondences and documents to staff files
- Liaise with departments & procurement to review TORs for in-house trainings.
- Support the development of training materials for in-house courses and professional course/curriculum
- Support in the training impact evaluation

c. <u>Education and Experience Requirements</u>
- Bachelor's degree in Human Resources, Management or Business/Public Administration, or Social Sciences
- At least three (3) years' experience in a training

d. <u>Skills and competencies required</u>
- Personal drive and effectiveness;
- Ability to constantly deliver quality and value;
- Strong customer focus;
- Effective communication skills;
- Strong work process orientation; and
- Ability to utilize capacity and resources in an effective manner.

e. <u>Maximum Age: 35 years</u>
Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to:

- humanresourcedpt@bnr.rw for candidates interested for positions in Human Resources & Management Department
- Deadline for Application ; 22 November 2019 before 17:00 pm

3. CURRENCY & BANKING OPERATIONS DEPARTMENT

3.1 <u>Senior Officer, Cash Automation Services (1 Position)</u>

a. <u>Job Summary</u>
The Senior Officer, Cash Automation Services will ensure that the Vault Management Systems-Compass, and Auto-store are performing well at BNR Headquarter and at the branch level, ensure that all interfaced currency management machines including cash

related processes are interlinked. Ensure coordination or play the role of the team leader, as far as planning of machines' maintenance schedule, spare parts, needed training are concerned and required budget and other administrative files.

b. Key Responsibilities

- Participate in the design and development of new applications (Develop software that fully implement business requirements); This is a software related to currency management processes;
- Take the lead in testing of cash processing machines during software upgrade to ensure full compliance with pre-set requirements;
- Take the lead in testing of Banknotes Destructions (BDS) machines during software upgrade to ensure full compliance with pre-set requirements;
- Ensure all cash processing machines, BDS M7, and VMS-Compass related issues are communicated timely to the vendor;
- Ensure planned schedules of maintenance of all machines and equipment are properly followed up and that the report provided by the vendor is accurate compared to the status of maintained machines and equipment;
- Provide annual plan, and budget for Cash automation services including training of operators and involved staff involved in cash management processes;
- Provide quarterly reports to the Currency Manager, on the performance of Cash processing machines BPS M7, BDS, including the VMS-Compass/Auto store;
- Provide innovative solutions to business issues or challenges by means of automation
- Perform any other duties as may be directed by the Currency Manager

c. Education and Experience Requirements
- Master's degrees in Machine in Computer Science, Information Technology or related field;
- Up-to-date knowledge of and three years' experience in maintenance of machines, including troubleshooting and software understanding;

d. Skills and Competencies Required
- Personal drive and effectiveness;
- Ability to generate breakthrough solutions;
- Ability to constantly deliver quality and value;
- Strong customer focus; and
- Effective Communication skills

e. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to:

- <u>cashautomation@bnr.rw</u> for candidates interested for in the position **Senior Officer, Cash Automation Services.**
- Deadline for Application 22 November 2019, before 17:00pm

3.2 Officer, Cash Automation Services (1 Position)

a. Job Summary

The Officer, Cash Automation Services Will ensure that Cash Processing System (BPS, BDS) equipment and machines at BNR including branches are safe and functioning as per the required Maintenance standards, understanding of the hardware functionalities of machines, including trouble shooting and networking.

b. Key Responsibilities

- Ensure maintenance repair and replacement of the Bank (BPS C1), and related accessories are properly functioning;
- Ensure full participation in using and proper maintenance of Automatic Vault Equipment;
- Ensure cash machines/equipment spare parts, consumables and servicing contracts management to make sure that they are operating very well;
- Support to the technical specifications of cash equipment, materials and products as required for maintenance and for tendering purposes;
- Collaborate with consultants for the business requirements gathering, as far as new specifications are concerned;
- Provide training to currency examiners and machines operators on new and existing machines;
- Provide innovative solutions to machines issues or challenges by means of automation;
- Perform any other duties as may be directed by the Currency Manager

c. Education and Experience Requirements

- Bachelor's degrees in Machine Engineering, Bachelor's degrees in Computer Science, Information Technology or related field;

d. Skills and Competencies Required

- Personal drive and effectiveness;
- Ability to generate breakthrough solutions;
- Ability to constantly deliver quality and value;
- Strong customer focus; and

- Effective Communication skills

e. **Maximum Age: 35 years**

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to:

- cashautomationofficer@bnr.rw for candidates interested for in the position **Officer, Cash Automation Services.**
- Deadline for Application 22 November 2019, before 17:00pm

4. ICT SECURITY & GOVERNANCE DIVISION

4.1 Senior Officer, IT Security (1 Position)

a) **Job Summary**

The Senior Officer, IT security ensures and maintain the Availability, Integrity and Confidentiality of BNR information and information processing facilities through analytical monitoring and assessments with ability to take appropriate action timely in case of an incident to manage and reduce the impact of this one to the organization. The IT Security senior Officer will also work closely with the technical subject matter experts to satisfy any internal and external audit requirements. He/she will execute all assigned accountabilities related to a continuous improvement of information security and IT governance practices and processes.

b) **Key responsibilities**

- Participate in design and development of comprehensive information security standards in line with BNR's IT Strategy and other policy documents;
- Align with and enforce IT Governance practices in the Bank;
- Monitor the compliance to information security standards across BNR in line with stipulated policies;
- Provide technical advice to ICT Directorate and staff on computer and data security issues;
- Work closely with and facilitate the work of internal and external auditors on the information security and follow-up with the implementation of audit recommendations;
- Perform penetration testing and vulnerability assessments.
- Fix detected vulnerabilities to maintain a high-security standard.
- Conduct data breach and security incident investigations
- Recover and examine data from computers and the network in case of an incident
- Identify additional systems/networks compromised by cyber attacks
- Proficiency in cybersecurity incident response and reverse engineering

- Research security enhancements and make recommendations to management.
- Keep abreast of emerging technologies, software and methodologies

c) <u>Education and Experience Requirements</u>
- Master's degrees in cybersecurity, information security, Computer Science, Information Technology or related field.
- Technical knowledge and experience in information security , cybersecurity and IT governance
- Professional skills in cybersecurity, information security and governance such as CISA, CISM, CCNP Security, OSCP, CGEIT, ISO27001 LA, any GIAC or (ISC)2 certificates or similar professional certifications in cybersecurity and information security governance
- At least five 3 years' experience as cybersecurity practitioner

d) <u>Skills and Competencies Required</u>
- Personal drive and effectiveness;
- Ability to constantly deliver quality and value;
- Strong customer focus;
- Effective communication skills;
- Strong work process orientation; and
- Ability to utilise capacity and resources in an effective manner.
- Honest and trustworthy
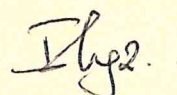
e) <u>Maximum Age:</u> 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to:

itsecurityofficer@bnr.rw for candidates interested in position of **Senior Officer, IT Security.**

Deadline for Application 22 November 2019, before 17:00pm

UWERA Ritah
Ag Director, Human Resources Management
& Development

IHOGOZA Frances
Executive Director , Human
Resources & Administration