HAVE YOU EVER COME ACROSS TO A NON-GOVERNMENTAL ORGANIZATION GROWING SIGNIFICANTLY AND SERVES PROFESSIONALLY? WORKING AT RDIS AT ANY POSITION IS A GREAT OPPORTUNITY YOU WOULD WISH TO:

We are looking for a full-time IT Manager!

Responsibilities/ Attributions

a. Manage information technology and computer systems made available to RDIS staff exclusively for the work assigned to them

b. solve IT issues that exist at RDIS (e.g. data sharing and storage/backup, internet distribution in the office)

c. Manager, updates, enrich the RDIS website and social medias (twitter, Linkedin, Facebook to mention few)

d. Manage the website's content, including writing new content, creating new pages and functionality, implementing/maintaining, editing and auditing existing content, and removing outdated content

e. Stay up to date with the latest web design and development trends and technologies. Identify ways to improve website, identifying and fulfilling opportunities for website improvement

f. Ensure domain registration and hosting are current and kept as secret to RDIS

g. Plan, organize, control and evaluate IT and electronic data operations

h. Training and coaching employees for them to meet their job expectations and appraising their performance

i. Design, develop, implement and coordinate systems, policies and procedures

j. Ensure security of data, network access and backup systems

k. Act in alignment with user needs and system functionality to contribute to organizational policy

l. Identify problematic areas and implement strategic solutions in time

m. Audit systems and assess their outcomes

n. Preserve assets, information security and control structure

o. Handle annual budget and ensure cost effectiveness

p. Actively participate and contribute to the growth of RDIS via Projects Development and Management

q. Explore and sharing with RDIS Management team the online call for project proposal availed by different institutions;

r. Manage the RDIS Zoom and Google meet accounts and solve any issue happens during RDIS online meetings.

Requirements and skills

a. Recommendation letter issued by either a Bishop of Butare, Cyangugu, Kigeme, Nyaruguru and Shyogwe Anglican Dioceses or the member of the BoD of RDIS Legal Representatives

b. working experience as an IT, Marketing/Communication Manager or relevant experience

c. Excellent knowledge of technical management, information analysis and of computer hardware/software systems

d. Expertise in data center management and data governance

e. Hands-on experience with computer networks, network administration and network installation

f. Strong working knowledge and experience with Content Management Systems

g. Demonstrated experience with web design

h. Proficiency with HTML, CSS, JavaScript, Microsoft 365 and backend revisions/improvements.

i. Working knowledge of web analytics tools (eg Google Analytics)

j. In-depth understanding and applications of SEO (Search Engine Optimization) / SEM (Search Engine Marketing)

k. Knowledge of current trends in web development and cross-browser/mobile compatibility issues and workarounds

l. Bachelor's degree in web design, web development, Computer Sciences or any other related field
Excellent communication in English, Kinyarwanda; French is an add value

RDIS offers

An induction time, the main purpose of an induction is to integrate you in RDIS Organization

a. A friendly working environment and possibility to learn more and enhance employee career
b. Salary wage according to RDIS salary determination policy which qualifies to be averaged according to the Rwandan Context.
c. Health Insurance
d. The annual contract renewable upon performance.

Process:

- Submission: Application letter and CV via email: office@rdis.org.rw by 15 January 2025
- Selection of Applicants: 17th January 2025. The only Selected qualified candidates will be informed the same day of selection via their email addresses or/and telephone numbers indicated in their application letters.
- Examen to assess the general knowledge (written and interview): Selected candidates shall seat for exam on 21th January 2025 for 50% weight. from 9:00 am to 4:00pm, and results shall be promptly communicated to them before they departure
from the Exam site (RDIS Head Office located in Muhanga, Nyamabuye Sector, Gahogo Cell, Kavumu Village).
- The first three winners will proceed with IT and Web Site related exam (50% weight) virtually by an Examiner of RDIS who, due to geographical limitation will not face the candidate on a date that shall promptly be communicated when confirmed by the expert. The same day, results will be communicated via email to the first three winners out of whom the best one will officially be informed and, a job contract prepared for signing.
For further information, please contact Mr NSABIMANA Jean Chrysostome, Deputy Executive
Director of RDIS via either email: jnsabimana@rdis.org.rw or phone number: 0788475271
Done at Muhanga, the 4th January 2025

Pastor NTARINDWA Viateur
RDIS Executive Director

Mission Statement: "To safeguard environment, increase the production aiming at sustainable and holistic development."