



Job Vacancy

BDF Ltd is a public limited company whose mission is to promote SME Development through provision of financial and non-financial services to enhance the lending mechanisms of financial institutions as the leading institution in facilitating both companies and individual bankable projects to access financial services, through provision of financial facilities and business advisory services for national development.

With the above mandate, BDF would like to undertake a 2years digitization project that will focus on development of BDF Business core system and automation of BDF Business processes for smooth operations.

It is in this regard that, BDF wishes to recruit Qualified and self-motivated individuals in the following positions:

1. Position: Project Manager (1)

Reporting: Chief Executive Officer

Office Location: BDF Headquarters

Job Purpose

The project manager will be responsible for coordinating the whole digitization activities, team management and ensure the proper implementation of the project,

Duties and Responsibilities:

- Accomplishes information technology staff results by communicating job expectations; planning, monitoring, initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintaining a safe and secure work environment; developing personal growth opportunities.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Completes projects by coordinating resources and timetables with user departments.
- Verifies application results by conducting system audits of technologies implemented.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Accomplishes financial objectives by forecasting requirements; preparing a project budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains quality service by establishing and enforcing organization standards.
- Contributes to team effort by accomplishing related results as needed.

Qualifications and knowledge required:

- Bachelor's degree (A0) in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 5 years of working experience or,

- Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years working experience in Business analysis, Management information systems, IT System Architecture Design
- Certification: Project Management certificate is an added advantage.

Key Technical Skills & Attributes:

- Proven experience of a project manager
- Strong Leadership Skills
- Excellent analytical, mathematical, and creative problem-solving skills.
- Strong understanding of solution governance frameworks such as TOGAF. - Excellent listening, interpersonal, written, and oral communication skills. - Logical and efficient, with keen attention to detail.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment

2. **Position: IT Business Analyst (1)**

Reporting to both: Project Manager

Office Location: BDF Headquarters

Job Purpose

IT Business Analyst will be responsible for defining solution architectures, system requirements gathering and elicitation, coordinate change managements, and to manage product backlogs.

Duties and responsibilities:

- Responsible for the collection, analysis, review, documentation and communication of business needs and requirements
- Conduct preliminary investigation for all digitization project requests.
- Review requirements, specifications, tests, support for the ongoing projects and training plans to ensure they are in line with business objectives on projects.
- Assist in the development of the Client business case to be automated
- Participate in business process modelling sessions identifying bottlenecks and proposing solutions
- Act as a documentarian, co-facilitator, facilitator or subject matter expert in business modelling sketch sessions.
- Conduct interviews and perform analysis to create business cases for projects.
- Participate in root cause analysis to recommend product enhancements or other appropriate actions to improve productivity
- May act as a project manager on some projects

- Develops solution architectures, functional specifications and system design specifications for client engagements.
- Prepare status updates for projects and consolidation of periodical reports
- Establishing and maintaining relationships with stakeholders ensuring that project related changes are communicated and understood within the Institution/Ministry
- Prioritizing requests from various business units and project manage them together with various development team members.
- Work with Project manager to enforce project deadlines and schedules
- Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution.
- Identifies client organization's strengths and weaknesses and suggests areas of improvement.

Qualifications and Knowledge required:

- Bachelor's degree (A0) in Computer Science, Computer Engineering, Software Engineering, Business IT, Information and Communication Technology with 3 years of working experience in Business Analysis Domain/Management information systems or,
- Masters' Degree in Computer Science, Computer Engineering, Business IT, Software Engineering, Information and Communication Technology with 1 year of working experience in Business analysis, Management information systems.
- Certifications in A+, N+, CBAP and PMP is an added advantage

Skills & Attributes required:

- Proven experience as an IT Business Analyst
- Excellent analytical, mathematical, and creative problem-solving skills.
- Excellent understanding of the organization's goals and objectives.
- Experience in banking/ financial institution is an added advantage
- Excellent listening, interpersonal, written, and oral communication skills.
- Logical and efficient, with keen attention to details.

- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative Environment.
- Experience with data process modelling and tools like UML, BPEL
- Good understand of ERP, BPM, CRM and BI, SOAP, WSDL, and XML

3. Position: **Software Developer (1)**

Reporting to both: Project Manager

Office Location: BDF Headquarters

Job purpose

Software Developer will be responsible for to monitoring systems' development and take charge of completed developments for day-to-day maintenance purposes, also to do some changes in handling of the application.

Duties and Responsibilities:

- Develop new software solutions for the institution
- Improving system quality by identifying issues and common patterns, and developing standard operating procedures
- Enhancing applications by identifying opportunities for improvement, making recommendations and designing and implementing systems
- Maintaining and improving existing codebases and peer review code changes
- Liaising with colleagues to implement technical designs
- Investigating and using new technologies where relevant
- Providing written knowledge transfer material
- Train system users on the new system functionalities or new systems deployed
- Spear head UAT

Qualifications and Knowledge required:

- Bachelor's degree (A0) in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in system integration, developing large software application, systems, and databases or,
- Master's degree in computer science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year working experience in system integration, developing large software application, systems and databases
- **Certification:** Java Programming certificate is an added advantage.

Key Technical Skills & Knowledge required:

- Proven experience as a Software developer
- Strong understanding of IT system development lifecycle, systems engineering and systems integration implementation process
- Strong ability to understand how a particular solution fits into the overall client needs
- Systems implementation skills include requirements/process analysis, conceptual and detailed design, configuration, and troubleshooting
- Extensive experience in software development, scripting and project management
- Experience in UI designing is an added advantage.
- Understanding of ZK frameworks is an added advantage.
- Advanced knowledge of Server environments (window, linux, unix)
- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO)
- Extensive experience with database technologies (MySQL, MS SQL, PostgreSQL Oracle, MongoDB)
- Documentation of the developed codes and systems

How to apply: Please submit the following as one (1) document,

- Application letter with signed Curriculum Vitae,
- Copies of academic,
- Professional certificates if any
- Employment certificates
- A copies of Identity card
- Contact details of three references

Send to **info@bdf.rw**, attention to **Chief Executive Officer** not later than **24th March 2022 at 11 A.M.**

NB: Email subject should **indicate Position title**. BDF will contact only those who will be shortlisted.