



CATHOLIC UNIVERSITY OF RWANDA

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JOB ANNOUNCEMENT

The Catholic University of Rwanda has the pleasure to inform the Public that is in the process to recruit an IT Assistant (Information Technology Assistant).

JOB SUMMARY

The Information Technology Assistant will play a pivotal role in ensuring the seamless functioning of the university's technology environment. This includes overseeing and maintaining computer laboratories, such as updating and securing hardware and software resources, as well as assisting users with setup and troubleshooting. The role also involves managing network infrastructure monitoring connectivity, ensuring adequate bandwidth, and implementing security measures. By providing timely and effective technical support to students, lecturers, and other staff, the IT Assistant helps create a productive teaching and learning environment. Additionally, the IT Assistant will be involved in enhancing the university's Management Information System (MIS), participating in its development, testing, and the rollout of new features or modules. Through hands-on technical tasks, user training, and collaboration with other IT professionals, the IT Assistant ensures that the university's IT resources and systems remain reliable, up to date, and aligned with academic and administrative objectives. Assist the faculty of science and technology (FST) in uploading marks and making exemption letter for upgrading students in department of computer science.

Interested Candidates must be complying with the following criteria

A: Education background and Experience Requirements:

- **Education:** Bachelor's Degree in Computer Science, Information Technology, or a related field with 3years of relevant experience.
- **Technical Skills:**
 - Proficiency in hardware and software troubleshooting.
 - network administration skills (monitoring, bandwidth management, and security).

- Frontend Development skills (HTML, CSS **Bootstrap, Tailwind**), JAVASCRIPT (**React, Angular or Vue**)
- Backend Development skills (PHP (**Vanilla/Native, Laravel or other**))
- **Soft Skills:**
 - Strong problem-solving abilities and attention to detail.
 - Effective communication and interpersonal skills.
 - Ability to work both independently and within a team.

B. Job Description of IT Assistant:

- **Manage and Maintain Computer Laboratories**
 - Facilitate access to computer labs for students and lecturers.
 - Update and secure hardware and software resources.
 - Assist users with setup, troubleshooting, and general support.
 - Provide regular reports on lab status and functionality.
 - Perform server installations as needed.
- **Technical Support**
 - Resolve a range of technical issues for students, faculty, and staff, from basic software installations to complex IT problems.
 - Ensure a reliable teaching and learning environment by addressing IT-related challenges promptly.
 - Uphold network security standards and oversee efficient internet usage.
 - Handle data backup procedures and contribute to IT infrastructure forecasting.
 - Participate in relevant marketing or outreach activities to promote IT services.
 - Assist the faculty of science and technology (FST) in uploading marks and creation of exemption letter for upgrading students.
- **Participate in Management Information System (MIS) Enhancements**
 - Contribute to the design, development, testing, and deployment of new CUR MIS features or modules (*including both frontend and backend development*).

- Collaborate with IT team members to ensure the MIS remains up to date and user-focused.
 - Provide training sessions and user guidance on new or existing MIS features.
- ❖ Participate in all daily website development activities including (Updating, Managing, and web mastering in the interest of CUR

C) Interested candidate will submit the following document in sealed envelope/email(catholic.university.rwanda@cur.ac.rw) for preselection of candidate before written exam and interview:

- i. Application letter
- ii. Accurate and approved individual curriculum Vitae,
- iii. Notarized Photocopy of Bachelor's Degree
- iv. Contact (telephone, email address of three contact persons and their position,

D) Contact persons: HR Manager: +07888243301 or Director of ICT: +250786391785

The deadline for submission of the offer is scheduled on 27th February 2025, at 3:00 am, at the Secretary of Catholic University of Head office at TABA Main Campus or via email of catholic university of Rwanda (catholic.university.rwanda@cur.ac.rw)

Date, at Huye on 20th February 2025,

Father Dr. Laurent NTAGANDA

Rector of CUR

