

## VACANCY ANNOUNCEMENT

The Institute of Certified Public Accountants of Rwanda (iCPAR) was established under law number 11/2008 of 06/05/2008 to regulate the accounting profession in Rwanda. The Institute has recently launched its syllabi for both the Certified Public Accountants (CPA) and Certified Accounting Technicians (CAT) courses. Examinations will be sat in June and December each year. ICPAR now seeks to identify Examiners, Moderators and Markers for seven broad subject areas for its forthcoming examination certification series.

### 1 EXAMINERS, MODERATORS AND MARKERS

#### 1.1 Main Purpose

The objective of this process is to identify and establish a pool of examiners, moderators, and makers to support the iCPAR examination certification series for the foreseeable future. To achieve this objective, knowledgeable, competent and experienced individuals are sought to drive the iCPAR examination certification series in line with IFAC SMO 2: International Education Standards and specifically International Education standard number 2 dealing with Content of Professional Accounting Education Programs. The Individuals will work with iCPAR staff in the examination department.

#### 1.2 Key Responsibilities

The individuals should demonstrate professional integrity, self confidence, confidentiality and passion for setting examinations within strict deadline, moderating and marking as per schedule.

The moderators and markers will be selected from selected list of examiners. Each paper will have its own responsible moderator who will report on the whole process of examination.

The individuals will be in the following broad subject areas,

1. Financial accounting,
2. Auditing,
3. Taxation,
4. Management,
5. Economics,
6. ICT & Communication,
7. Law.

#### 1.3 Knowledge, skills and experience

The suitable individual should be professionally qualified and experienced in the relevant discipline and at the minimum reflect the profile below,

1. Hold a recognized professional qualification
2. Hold a Masters degree from a recognized university is an added advantage.
3. Be a member of a professional body in good standing
4. Demonstrate evidence of professional qualification, knowledge, and experience in undertaking similar assignment.
5. Submit a capability statement evidencing ability to undertake assignment with reference to similar assignments undertaken before.
6. The individual should have at least 3 years experience training or practice in his/her area of specialization.

#### 1.4. Duration of Assignment

The successful individuals will be part of a pool of examiners, moderators and examiners that may be called upon to set examinations, moderate and marking for the foreseeable future.

#### 1.5 Working Relationships

- Support Education Development Services Department (EDS) in setting, marking and moderation of examinations.
- Report to Director of Education Development Services through examinations Manager of the institute.

#### 1.6. How to apply

Interested individuals should forward their expressions of interest including their CVs this should be delivered to the address below before 30th October 2017 at 5:00 pm. , to:

[recruitment@icparwanda.com](mailto:recruitment@icparwanda.com)

### 2 INVIGILATORS

#### 2.1 Job purpose

The objective of this process is to identify and establish a pool of invigilators, to support the iCPAR examination certification series for the foreseeable future. To achieve this objective, knowledgeable, self-confident, competent and experienced individuals are sought to drive the iCPAR examination certification series in line with IFAC SMO 2.

#### 2.2 Knowledge, skills and experience

The suitable individual should be at the minimum reflect the profile below:

1. Hold a Bachelor's degree from a recognized university or other Recognized Professional Qualifications
2. Experience of public examination procedures especially National Examination procedures Skills.
3. Ability to follow oral and written instructions;
4. Ability to give clear, audible instructions to candidates, and visual instruction on display boards (e. g start-time, end-time, center number for examinations);
5. Ability to complete attendance register, seating plan and reports.
6. The individual should have at least 3 years of relevant experience
7. Be flexible to be affected at any of iCPAR examination centers across the country
8. Be Rwandan by Nationality.

#### 2.3 Working Relationships

- Support Education Development Services Department (EDS) in invigilating iCPAR Professional examinations/
- Report to examinations Manager of the institute.
- Regular communications with examinations Officers of iCPAR during examination process.

#### 1.6. How to apply

Interested individuals should forward their expressions of interest including their CVs this should be delivered to the address below before 30th October 2017 at 5:00 pm. , to: [recruitment@icparwanda.com](mailto:recruitment@icparwanda.com)