

VACANCY ANNOUNCEMENT

iCPAR was established by law number 11 of 2008 to regulate the accountancy profession in Rwanda. It is the only professional accountancy organization (PAO) mandated by law to regulate the accountancy profession in Rwanda.

To drive the Institute's growth and development and further enhance its reputation and influence in the region, iCPAR announces the following job openings:

1 **DIRECTOR OF EDUCATION DEVELOPMENT SERVICES**

1.1 Job purpose

The **Director of Education Development Services** is a key member of the Institute's Senior Management Team and the lead for developing iCPAR's capabilities and delivering key results in education services. The role holder will work with a broad range of external stakeholders especially students, employers and education providers.

1.2 Key Responsibilities

Lead development of iCPAR's capabilities in education development services

1. Recruit, manage and develop a highly engaged motivated and professional team of staff.
2. Ensure ICPAR Secretariat in association with the Education Commission, develops capabilities in the following Education development services in line with ICPAR Bylaws and IFAC standards:
 - a. Education and curriculum development including new CAT and CPA pathways
 - b. Student outreach and enrolment
 - c. Examinations development and management including for new pathways
 - d. Experience management

Lead iCPAR's delivery of key results in education development services

3. Ensure increased student enrolment, engagement and progression;
4. Ensure appropriate secretariat support to Education Commission;
5. Development and delivery of agreed programme of curriculum development to meet needs of Rwandan public and private sector, IAESB and other professional standards and policy issues;
6. Development and professional delivery of an appropriate examinations and experience assessment programme;
7. Development and delivery of an appropriate pricing strategy and income generation targets as identified by the Institute strategy and business plan;

8. Lead development of effective partnerships with key stakeholders in education and employer sectors in line with Institute's strategy;
9. Work with the Chief Executive and other Directors to develop as a high performing team providing effective corporate leadership leading to the Institute;
 - a. becoming an 'employer of choice';
 - b. implementing the Institute's strategy;
 - c. achieving key performance and financial targets;
 - d. developing and retaining stakeholder confidence and support;
 - e. continuing to innovate and grow.

1.3 Knowledge, skills and experience

- Educated to at least Masters level or equivalent, and have an accounting professional qualification at least equivalent to CPA;(D)
- At least three years' experience of teaching or education in accountancy or closely related fields;(D)
- At least three years' senior management experience in accounting, finance or a closely related field;(E)
- Practical experience of managing people and projects, preferably within an educational or professional environment; (E)
- Track record of effectively working with and influencing stakeholders in public and private sectors;(E)
- Track record of exam development and management;(D)
- Advanced knowledge of the accountancy profession including qualifications and challenges prevalent in Rwanda;(D)
- Keen interest and knowledge of accountancy issues and developments in the market and worldwide.(E)

(E) = Essential and (D) = Desirable

1.4 Working Relationships

- Support **Chief Executive and other Directors** in the leadership, development and management of the Institute in order to achieve market objectives, targets and KPI's;
- Lead, develop and manage **Educational Services staff team** to deliver excellent services in a collaborative and resilient way;
- Regular communication with **iCPAR Council** as and when required on professional services;
- Other **key external partners** within education sector, government and the private sector to enhance and maintain partnerships as required.

1.5 Benefits

- Competitive salary
- Our relentless commitment to personal development and career growth
- Working with the best people to build a strong, relevant and sustainable accountancy profession that is at the heart of national development

2 DIRECTOR OF PROFESSIONAL DEVELOPMENT SERVICES

2.1 Job purpose

The **Director of Professional Development Services** is a key member of the Institute's Senior Management Team and the lead for developing iCPAR's capabilities and delivering key results in professional services. The role holder will work with a broad range of external stakeholders and especially members.

2.2 Key Responsibilities

Leading development of iCPAR's capabilities in professional development services

1. Recruit, manage and develop a highly engaged motivated and professional team of staff.
2. Ensure ICPAR Secretariat in association with the relevant Commissions, develop capabilities in the following professional services in line with ICPAR Bylaws and IFAC standards:
 - a. Promoting the development and adoption of professional accounting standards in Rwanda
 - b. Promoting Ethics, Discipline and Quality assurance.
 - c. Ensuring effective practice monitoring and regulation
 - d. Undertaking professional Investigations
 - e. Enrolling members and providing membership services
 - f. Business development, sales and marketing

Leading iCPAR's delivery of key results in professional development services

3. Ensure increased member enrolment, engagement and satisfaction with Institute.
4. Ensure appropriate secretariat support to Inspection and Discipline Commissions.
5. Development and delivery of agreed programme of practice monitoring and development in liaison with member firms.
6. Development and professional delivery of an appropriate CPD programme
7. Delivery of business development and income generation targets as identified by the Institute strategy and business plan.
8. Leading development and dissemination of ICPAR response to Rwandan government, IFRS and other professional standards and policy issues.
9. Lead development of effective partnerships with key stakeholders in line with Institute's strategy.

Active contribution to ICPAR Senior Management Team

10. Work with the Chief Executive and other Directors to develop as a high performing team providing effective corporate leadership leading to the Institute:
 - a. becoming an 'employer of choice';
 - b. implementing the Institute's strategy;
 - c. achieving key performance and financial targets;
 - d. developing and retaining stakeholder confidence and support;
 - e. continuing to innovate and grow.

2.3 Knowledge, skills and experience

- Educated to at least Masters level or equivalent, and have an accounting professional qualification at least equivalent to CPA. (D)
- At least three years' experience of teaching or education in accountancy or closely related fields. (D)
- At least three years' senior management experience in accounting, finance or a closely related field (E)
- Practical experience of managing people and projects, preferably within an educational or professional environment; (E)
- Track record of effectively working with and influencing stakeholders in public and private sectors (E)
- Track record of exam development and management (D)
- Advanced knowledge of the accountancy profession including qualifications and challenges prevalent in Rwanda; (D)
- Keen interest and knowledge of accountancy issues and developments in the market and worldwide; (E)

(E) = Essential and (D) = Desirable

2.4 Working Relationships

- Support **Chief Executive and other Directors** in the leadership, development and management of the Institute in order to achieve market objectives, targets and KPI's;
- Lead, develop and manage **Professional Services staff team** to deliver excellent services in a collaborative and resilient way;
- – regular communication with **iCPAR Council** as and when required on professional services;
- Other **key external partners** within government and the private sector to enhance and maintain partnerships as required.

2.5 Benefits

- Competitive salary
- Our relentless commitment to personal development and career growth
- Working with the best people to build a strong, relevant and sustainable accountancy profession that is at the heart of national development

3 DIRECTOR OF STRATEGY AND INSTITUTIONAL SUSTAINABILITY

3.1 Job purpose

The ***Director of Strategy and Institutional Sustainability*** is a key member of the Institute's Senior Management Team and the lead for developing iCPAR's capabilities and delivering key results in strategy and corporate services. The role holder will work with a broad range of external stakeholders.

3.2 Key Responsibilities

Lead development of iCPAR's capabilities in Strategy and Institutional Sustainability

1. Recruit, manage and develop a highly engaged motivated and professional team of staff.
2. Ensure ICPAR Secretariat, develops capabilities in the following strategy and corporate services in line with ICPAR Bylaws and IFAC standards:
 - a. Strategy;
 - b. Institutional sustainability including stakeholder support for the transition to long term financial self-sufficiency (working closely with the Chief Executive);
 - c. Finance, procurement and administration;
 - d. IT systems, support and security;
 - e. HR support;
 - f. Corporate affairs including brand, communications and PR;
 - g. Information and knowledge management;
 - h. Performance, monitoring and evaluation.

Lead iCPAR's delivery of key results in Strategy and Institutional Sustainability

3. Lead the ongoing strategy implementation and monitoring process for the Institute.
4. Ensure overview of strategic environment and ensure strategic issues are identified and analysed to ensure the Institute strategy remains relevant and appropriate.
5. Ensure appropriate secretariat support to Governing Council including financial and performance reporting.
6. Development and delivery of agreed programme of IT, security, finance and procurement systems in line with Institute strategy.
7. Development and professional delivery of appropriate HR and administration support including organisational and individual development planning, and an effective performance management system.
8. Ensure provision of appropriate office accommodation.
9. Development and delivery of an appropriate branding, PR and communications strategy as required by the Institute strategy and business plan.
10. Development and delivery of an appropriate information and knowledge management strategy as required by the Institute strategy and business plan including safe secure and appropriate document and records management.
11. Lead development of effective partnerships with key stakeholders in relation to funding in line with Institute's strategy.

Active contribution to ICPAR Senior Management Team

12. Work with the Chief Executive and other Directors to develop as a high performing team providing effective corporate leadership leading to the Institute:
- a. becoming an 'employer of choice';
 - b. implementing the Institute's strategy;
 - c. achieving key performance and financial targets;
 - d. developing and retaining stakeholder confidence and support;
 - e. continuing to innovate and grow.

3.3 Knowledge, skills and experience

- Educated to at least Masters level or equivalent, and ideally have a professional qualification in HR, strategy, business administration, IT, finance or a related area. (D)
- At least five years relevant work experience in delivery and development of professional services; (E)
- At least three years' senior management experience (E)
- Track record of developing and delivering strategic change in complex environments (D)
- Practical experience of managing people and projects (E)
- Track record of effectively working with and influencing stakeholders in public and private sectors (E)
- Ideally knowledge of the accountancy profession including context in Rwanda;(D)
- Interest and knowledge of professional membership organisations and /or accountancy issues and developments in the market and worldwide; (D)

(E) = Essential and (D) = Desirable

3.4 Working Relationships

- Support **Chief Executive and other Directors** in the leadership, development and management of the Institute in order to achieve market objectives, targets and KPI's;
- Lead, develop and manage **Strategy and Institutional Sustainability staff team** to deliver excellent services in a collaborative and resilient way;
- Regular communication with iCPAR Council as and when required;
- Other key external partners within government, IFAC and development sector to enhance and maintain partnerships as required.

3.5 Benefits

- Competitive salary
- Our relentless commitment to personal development and career growth
- Working with the best people to build a strong, relevant and sustainable accountancy profession that is at the heart of national development

HOW TO APPLY

The above mentioned positions are senior posts requiring a strong educational underpinning, a track record of achievement in developing people, delivering change and meeting demanding targets.

Interested applicants should send their applications together with their CVs, giving full details of their age, qualifications, experience, present and expected remuneration, full contact details including day time telephone number, to:

recruitment@icparwanda.com by Tuesday 6 June 2017.

Only shortlisted candidates will be contacted.

Preference will be given to Rwandan Nationals.