

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 a new strategic plan 2017 - 2021 which aims to boost the number of professional accountants in the country. ICPar announces the following positions which will support the implementation of its five year strategic plan.

1. BRAND AND COMMUNICATION MANAGER (Re-Advertised)

1.1. Job Purpose:

The Brand and Communication manager is a key person in the Strategy and Institutional Sustainability department (SIS), reporting to the Director SIS and is a member of the management team of the department. The overall work of the Brand and Communication Function at ICPar is to act as the link between the Public and the whole Institution at the same time ensuring good internal and external communication. This includes nurturing a strong Institution network, increasing awareness and developing an enviable institutional image by developing and executing effective communication and media relations programs.

To succeed in the role, the incumbent requires excellent networking skills to build and sustain a good image of ICPar through planned publicity campaigns and PR activities.

1.2. Key Responsibilities:

- Design and implement the brand and communication strategy in line with the Institute's mandate;
- Initiate and maintain relationships with various public and private media;
- Regularly gather data and process it to produce information which is updated on the ICPar website, social media platforms and other publications;
- Prepare and implement an annual media plan;
- Organize all ICPar events and outreach activities including seminars, press conferences, interviews etc.
- Maintain and update information on the Institute website;
- Write regular relevant articles to be published in newspapers and ICPar website, and other publications;
- Write and edit in-house magazine, case studies, speeches, articles and annual reports;
- Prepare and supervise the production of publicity brochures, handouts, promotional videos, photographs, films and multimedia programs;
- Manage ICPar quarterly Journal/ bulletin;
- Coordinate media coverage;
- Communicate with colleagues and key spokespeople;
- Create, manage and update social media accounts;
- Liaise and respond to queries from media, individuals and other organizations in various platforms;
- Manage the public relations aspect of a potential crisis situation;
- Sourcing and managing speaking and sponsorship opportunities;
- Commission market research;
- Foster community relations through events such as open days, talk shows, public lectures and through involvement in community relations;
- Provide support to other departments;
- Perform any other assigned duty.

1.3. Person Specification

1.3.1. Qualification:

- a Bachelor's degree in Journalism, Media and communication, marketing or Public Relations from a reputable university with at least five years of experience (E)
- A Master's degree in the aforementioned fields will be an added advantage with at least three years of experience (D)

1.3.2. Experience:

- We are seeking an exceptional professional with 5 years plus of work experience in a recognized organization;
- The person would have worked as a marketing manager, communications manager, Brand manager, public relations manager or any other related position;
- Familiarity with complex matrix organized businesses;
- Proven experience of assembling of engaging communicating materials, and analysis of quantitative and qualitative information to produce analytical reports;
- Social Media Content Management: At least two years of creating and managing social media content.
- A proven track record of publications;

1.3.3. Knowledge, Skills and attitudes

- Excellent Communication, interpersonal and writing skills;
- Creativity, imagination and initiative skills;
- Good team work, analytical and problem solving skills;
- Business awareness and good knowledge of current affairs;
- Excellent organisational and time management skills with the ability to multi task
- The ability to cope up with pressure;
- High level of Communication and Negotiating skills;
- Having a broad knowledge and relations of current media functionalities;
- Ability to recognise and appreciate the confidential nature of work;
- Evidence of commitment to strategy and sustainability services.

1.3.4. Attitudes:

- We are looking for passionate professionals who combine strong leadership skills with good humor, patience, and a humble approach to service to join our growing family of leaders.
- Flexibility: You should be comfortable with ambiguity and quickly learning new skills and subjects.
- Growth: Potential to move into a leadership position within six to twelve months, based on performance.
- Other Skills: Quantitative and qualitative analytical skills; expert Microsoft Office (especially very strong PowerPoint and Excel skills). Knowledge of InDesign, Photoshop, Illustrator, Acrobat would be an added plus.
- Language: Fluency in English and Kinyarwanda required; French is a bonus.
- Passion: Passionate and innovative about bringing new ideas to life.

- Quick decision maker, dependable and good at adapting to change
- Excellent Report Writing Skills and
- A good Strategic thinker.

1.4. Working Relationship:

- Key member of Strategy and sustainability Department (SIS)
- Reports to the Director of Strategy and sustainability Department.
- Regular communications with Internal and external stakeholders.
- Support to other departments.

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. APPLICATIONS ADMINISTRATOR

2.1 Job Purpose:

The Application Developer is a key person in the Strategy and Institutional Sustainability department (SIS), reporting to the ICT Manager. The overall work contributes to the development of software, web, and multi-media applications that facilitates the achievement of business outcomes and improves business efficiencies and processes through leveraging technology. Basically, The applications administrator role maintains, manages and administers ICPar's information management systems.

2.2 Key Responsibilities

- Oversees the overall management and maintenance of the information systems within the organisation
- Develop, engineer and integrate components
- Select and develop integration testing techniques to ensure the systems meet requirements.
- Address known security vulnerabilities, applying security by design
- Implements security techniques on all or part of an application, process, network or system within area of responsibility
- Provide advanced, component technical support
- Liaise with software vendors, suppliers and service providers to monitor and ensure installation, software patches and updates meet the contractual obligations, performance delivery and service level agreements.
- Manages the definition of Service Level Agreements (SLAs), Operational Level Agreements (OLAs) contracts and Key Performance Indicators (KPIs).
- Performs troubleshooting exercises and provides service support in diagnosing, resolving software issues.
- Prepares and maintains documentation, policies and instructions, and recording and detailing operational procedures and system logs.

2.3 Person Specification

- Knowledge of ICT infrastructures and architecture designs demonstrated ability to work in complex ICT environments.
- Knowledge of ICT Architecture frameworks, methodologies and systems design tools.
- Good knowledge and ability to work with programming languages such as JAVA and PHP.
- Good knowledge in development of user interfaces, business software components and embedded software components;
- Ability to specify and apply appropriate software and / or hardware architectures.
- Proven experience working with interactive and online systems environment;
- Having developed 2 or more applications that are in use and can be verified
- Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the users, customers/stakeholders.
- Is self-initiated and can work under broad direction.
- Ability to anticipate, identify and define problems. Seeks root causes and develops and implements practical and timely solutions.
- Think out of the box and identify appropriate solutions within available resources.
- Works well in a team environment and exhibit flexibility when addressing daily shifting work priorities.
- Good analytical and report writing skills with high level of attention to detail.
- Establishes and maintains effective business partnerships at all levels.
- Uses best practices to develop solutions and respond to customer needs.
- Good written and oral communication skills.

2.4 Qualification and Experience:

- Bachelor's Degree in Computer Science, Information Systems, Software Engineering, and other equivalent related qualification
- Professional Certificates such as Cisco (CCNA, CCNA Security), MCSA/ MCSE, RedHat Certificate, OCP, CISSP, PMP, CISM etc.
- 3 years' work experience in an ICT related role.

2.5 Working Relationship:

- Key member of Strategy and sustainability Department (SIS)
- Reports to the Director of Strategy and sustainability Department.
- Regular communications with Internal and external stakeholders.
- Support to other departments.

2.6 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

2.7 HOW TO APPLY

The above mentioned positions are Managerial 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 Friday 12 December 2018.

Only shortlisted candidates will be contacted.

Preference will be given to Rwandan Nationals.