

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. EXAMINATIONS MANAGER

1.1. Job Purpose

The Examinations Manager is a key person in the Education Development Services department, a member of management team of the department and leading iCPAR's Examinations Unit to achieve its critical goal of ensuring high quality exams.

1.2. Key Responsibilities

The following are key roles of an Examinations Manager at the Institute;

- Organize and conduct recruitment process of examinations team such as examinations officers, markers, examinations setters, moderators, reviewers, invigilators and other examinations support staff;
- Supervise daily examinations activities including setting of examinations papers, conduct examinations, marking and other examinations related activities;
- Set examinations center standards with regards to iCPAR and IFAC standards;
- Establish an examinations conducive environment and ensure the security of exams;
- Manage and develop a highly motivated and professional team of examinations staff;
- Organize and conduct capacity building workshops for examinations setters, moderators and other staff involved in examinations process;
- Develop and keep updating an appropriate examinations framework in line with professional standards;
- Develop and manage computer based examinations in line with iCPAR vision;
- Ensure examinations papers are set up to standard as per respective syllabuses;
- Ensure examinations bank is regularly updated;
- Develop and review examinations policies, rules and regulations, exemption policies and other examinations related policies;
- Ensure examination papers, scripts and marking are held securely and results are published in a timely manner, and complaints are handled appropriately;
- Work closely with the Director of Education Development Services and Qualifications Manager to develop a high performing team providing effective corporate leadership leading to the overall objective of the institute;
- Work closely with Qualifications Manager and the rest of education team to support increased enrollment of students;
- Perform any other assigned duty.

1.3. PERSON SPECIFICATION:

This person specification will be used in short listing and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria. Please note: E is essential and D is desirable.

1.3.1. Qualifications:

- Professional certification like CPA, ACCA or any other equivalent qualification with substantial relevant experience and Member of a professional body in good standing (E)
- Master's level in Finance, economics, Business, Project Management, Curriculum Development or other related academic qualifications with at least a minimum of Three years of experience in Examinations Management, examinations setting, Examinations Marking, professional qualifications Design, curricula and learning materials design (E)
- Bachelor's degree in Finance, economics, Business, Project Management, Curriculum Development or other related academic qualifications with at least minimum of five years of experience in Examinations Management, professional qualifications, curricula and learning materials design (E)
- Demonstrates a high order of literacy, numeracy and analytical skills (D)
- Advanced knowledge of the accountancy profession in Rwanda (D)
- A relevant administrative qualification or evidence of formal training (D)

1.3.2. Experience:

- Experience in examinations management responsibilities ranging from initial preparations, setting, marking and results processing and publication or education in accountancy or any other closely related field (E)
- A sound background knowledge of administrative systems and an ability to create systematic procedure that support delivery (D)
- At least three years of teaching experience (D)
- Experience in Students Management (D)

1.3.3. Knowledge, Skills and Attitude

- Proficiency in working with standard office applications such as MS Word, Excel and Outlook (E)
- Excellent organizational and time management skills (E)
- Ability to prioritize, multitask and meet deadlines (E)
- Ability to manage own workload (E)
- The ability to operate a computerized administrative system / database produce reports from this database (E)
- Ability to manage own workload and flexible (E)
- The ability to recognize and appreciate the confidential nature of some work Undertaken (E)
- Ability to deal with a large volume administrative system whilst maintaining excellent attention to detail (E)
- A high level of interpersonal skills and the ability to work effectively with a wide range of people including students, teachers, tutors, trainers support staff and other government institutions (D)
- High level of literacy and communication skills (E)
- Evidence of commitment to Educational Development services (D)
- Positive and Enthusiastic (E)
- Flexibility and a readiness to undertake a wide range of tasks (E)
- Smart in appearance and manner (E)
- Ability to work outside normal office hours on occasions (E)
- A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances (E)
- Committed to Equality and Diversity (E)

- Demonstrates professional integrity, self-confidence and confidentiality (E)

1.4. Working Relationships:

- Key member of Education Development Services Department (EDS)
- Report to the Director of Education Development Services.
- Regular communications with all stakeholders.

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. QUALIFICATIONS MANAGER

2.1. Job purpose

Qualifications and Curriculum Manager is a key person in Education Development Services department reporting to the Director of Education Development Services and is a member of management team of the department. The role is to provide organizational, managerial and leadership, coordinate the work of the unit and more generally facilitate the regular monitoring, review and delivery of curriculum/syllabus for the various iCPAR qualifications in line with IFAC SMO 2.

2.2. Key Responsibilities

The following are key functions of Qualification and Curriculum Manager at the Institute;

- Develop and update iCPAR professional qualifications;
- Monitor and evaluate the implementation of iCPAR qualifications;
- Promote iCPAR qualifications to public and private stakeholders;
- Follow up the integration and implementation of iCPAR qualifications in TVET institutions, Colleges and Universities;
- Collaborate with other PAOs in order to adequately align our qualifications with regional and international markets;
- Develop and manage Accreditation Framework for the tuition providers offering iCPAR qualifications;
- Conduct tuition quality audit for iCPAR qualifications delivery;
- Conduct Accreditation and Quality Assurance (AQA) for standalone tuition providers, Universities and other Training centers accredited to deliver iCPAR qualifications;
- Provide adequate, relevant and timely support to tuition providers as far as qualifications, syllabus and learning materials design and implementation is concerned;
- Keep track on industry changes to inform relevant and required updates on existing qualifications or a need for new qualifications design;
- Ensure learning materials are developed and regularly updated in line with iCPAR requirements;
- Work closely with Examinations Manager to ensure exams are set in line with iCPAR current syllabuses;
- Work collaboratively with other departments of the institute;
- Perform any other assigned duty.

2.3. PERSON SPECIFICATION:

This person specification will be used in short listing and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the requirements. Please note: E is essential and D is desirable.

2.3.1. Qualifications:

- Professional certification such as CPA or ACCA with adequate experience in curriculum design or qualifications design is an added value and a member of a professional body in good standing (D)
- Master's level in Finance, Economics, Business, Project Management, Curriculum and Instructions or other related academic qualifications with at least three years of experience in professional qualifications, curricula and learning materials design (E)
- Bachelor's degree in Finance, Economics, Business, Project Management, Curriculum and Instructions or other related academic qualifications with at least five years of experience in professional qualifications, curricula and learning materials design (E)
- Demonstrates a high order of literacy, numeracy and analytical skills (D)
- Member of a professional body in good standing (D)
- Advanced knowledge of the accountancy profession including qualifications and challenges prevalent in Rwanda (E)
- A relevant administrative qualification or evidence of formal training (D)

2.3.2. Experience:

- Experience in qualifications, curricula, learning materials design, monitoring and evaluation of trainings preferably for professional courses including accountancy profession related courses (E)
- A sound background knowledge of administrative systems and an ability to create systematic procedure that support delivery (E)
- At least three years of teaching experience preferably in accountancy related field (E)

2.3.3. Knowledge, Skills and Attitudes

- Proficiency working with standard office applications such as MS Word, Excel and Outlook (E)
- Excellent organizational and time management skills (E)
- The ability to operate a computerized database and produce reports from it (E)
- Ability to prioritize and multitask and meet deadlines (E)
- Ability to manage own workload (E)
- The ability to maintain quality and organizational procedures (E)
- The ability to recognize and appreciate the confidential nature of work undertaken (E)
- Ability to deal with a large volume of administrative system whilst maintaining, excellent attention to detail (E)
- A high level of interpersonal skills and the ability to work effectively with a wide range of people including students, teachers, tutors, trainers support staff and other government institutions (E)
- High level of literacy and communication skills (E)
- Evidence of commitment to Educational Development services (E)
- Positive and Enthusiastic (E)
- Flexibility and a readiness to undertake a wide range of tasks (E)
- Smart in appearance and manner (E)
- Ability to work outside normal office hours on occasions (E)
- A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances (E)
- Committed to Equality and Diversity (E)
- Demonstrates professional integrity, self-confidence and confidentiality (E)

2.4. Working Relationships:

- Key member of Education Development Services Department (EDS);
- Report to the Director of Education Development Services;
- Regular communications with all stakeholders.

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. MEMBER SERVICES MANAGER

3.1. Purpose

Is a key person of the Professional development services department who will be responsible for growing the membership base, ensure a positive membership experience via lifelong learning among others.

3.2. Key Responsibilities

Specifically, the post holder will be responsible for the following:

- Develop, review and implement strategies for membership growth;
- Develop, review and implement strategies to enhance membership services;
- Manage current membership database;
- Develop, review and implement CPD Policy;
- Consolidate and publish an annual report on member's compliance with CPD obligations;
- Coordinate and supervise the daily activities of the membership services;
- Manage and ensure accurate membership recognition lists in publications including: annual reports, newsletters, Journals etc.;
- Develop, monitor and evaluate membership departmental budget, sales and marketing activities;
- Develop a sustainable plan to increase CPD revenues;
- Develop and implement initiatives to mobilize potential sponsors on signature CPD events;
- Develop and Implement events Marketing plans;
- Develop and Implement membership value addition initiatives;
- Engage and mobilize relevant stakeholders for in-house training possibilities;
- Manage and implement the new CPD Policy;
- Develop and implement appropriate IT platforms to provide member services;
- Work collaboratively with other departments of the institute; and
- Perform any other assigned duties.

3.3. PERSON SPECIFICATION:

This person specification will be used in short listing and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the requirements. Please note: E is essential and D is desirable.

3.3.1. Qualification

- Professional accountancy qualification such as CPA, CIMA, ACCA or any other relevant qualification and a member in good standing of a professional body recognized by IFAC (D);
- A Master's degree in Finance, accounting, economics, management, business administration, Public relations, Marketing, Human Resource, or any other related academic qualification with experience in member services in a reputable institution with at least three (3) years of experience (D)
- A Degree in Finance, accounting, economics, management, business administration, Public relations, Marketing, Human Resource, or any other related academic qualification with experience in member services with at least five (5) years of experience (E)
- Demonstrates a high order of literacy, numeracy and analytical skills (D)
- Advanced knowledge of the accountancy profession in Rwanda (E)
- A relevant administrative qualification or evidence of formal training (D)

3.3.2. Experience

- Managerial experience of at least 5 years and above in a reputable organization; (E)
- Experience working with or leading a Member services team; (D)
- Experience in Marketing (D)
- Experience in Events management (D)
- Ability to analyze statistical and technical data (E)
- Experience in usage of new media technologies such as blogs, twitter, and online social marketing. (E)

3.3.3. Knowledge, Skills and Attitudes:

- Positive attitude, flexibility, teamwork, attention to detail, high degree of initiative required;
- Ability to inspire and motivate prospective members;
- Excellent writing and speaking ability in both English and French;
- Strong interpersonal and Communication skills;
- Accuracy; timeliness and strong organizational skills;
- Knowledge of the CPD Policy;
- Knowledge of SMO's (Statement of Member Obligations)
- Ethical and Integrity;
- Negotiation skills;
- Positive and Enthusiastic;
- Flexibility and a readiness to undertake a wide range of tasks;
- Ability to work outside normal office hours sometimes;
- A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances;
- Committed to Equality and Diversity;
- Demonstrates professional integrity, self-confidence and confidentiality.

3.4. Working Relationship:

- Key member of Professional development services department (PDS);
- Reports to the Director Professional Development Services;
- Regular communications with all relevant stakeholders.

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

4. PROFESSIONAL STANDARDS MANAGER

4.1. Job Purpose:

The Professional Standards Manager shall be a key member of the Professional Development Services Department Staff that will be responsible for Research and analysis of International standards in Accounting, Auditing and Assurance. The ideal individual will be supporting the institute activities on technical matters with the International Accounting Standards Setting Boards in the Consultation process; Review of Discussion Papers and Exposure Drafts that eventually lead to International Standards.

4.2. Key Responsibilities:

- Develop, review and contribute to any laws and regulations that may impact on the Financial reporting, Management and Auditing in Rwanda;
- Maintain and coordinate relationships with International Standards Setters as well as Regional and Local Stakeholders which may have an impact on the Financial Reporting and Auditing in Rwanda;

- Coordinate the institute's participation in the development of international standards by IASB, IAASB, IAESB, IESBA and IPSASB whilst ensuring that iCPAR actively contributes to relevant proposals, Exposure drafts and Discussion papers appropriately;
- Spearhead the implementation, guidance and promotion of International Financial Reporting Standards and other guidelines, Policies, Laws and Regulations concerning Financial Reporting and Auditing in Rwanda;
- Develop and contribute to the preparation and implementation of the Departmental Work plan designed to enhance Financial Reporting, Management and Auditing in the country whilst meeting the needs of all stakeholders mainly members in Public Practice;
- Develop and Implement IPSAS,IFRS and ISA Certification among others in close collaboration with Qualifications Manager;
- Perform any other assigned duties.

4.3. PERSON SPECIFICATION:

E is essential and D is desirable.

4.3.1. Qualification:

- Professional Certification like CPA, ACCA or any other relevant qualification and a Member in good standing of a professional body recognized by IFAC (E);
- A Master's degree in Finance, accounting, economics or any other related qualification with at least a minimum of three (3) year's relevant experience (D);
- A Bachelor's degree in Finance, accounting, economics or any other related qualification with at least a minimum of five (5) year's relevant experience (D).

4.3.2. Experience:

- Managerial experience of at least 5 years and above in an auditing firm or any other related organization;
- Familiarity with International Professional accountancy Standards.

4.3.3. Skills, Knowledge and attitudes:

- Positive attitude, flexibility, teamwork, attention to detail, high degree of initiative required;
- Assimilation of verbal and written data to draw logical conclusions;
- Ability to inspire and motivate prospective members;
- Excellent writing and speaking ability in both English and French;
- Strong interpersonal and Communication skills.
- Accuracy; timeliness and strong organizational skills.
- Knowledge of the CPD Policy
- Knowledge of SMO's (Statement of Member Obligations)
- Ethical
- Integrity
- Time management and Negotiation skills.

4.4. Working Relationship:

- Key member of Professional development services department (PDS);
- Reports to the Director Professional Development Services.
- Regular communications with all stakeholders.

4.5. Benefits

- Competitive salary
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5. QUALITY AND DEVELOPMENT MANAGER

5.1. Job Purpose:

Ethics and Quality Assurance Manager is a key member of the Professional Development Services department who will be responsible for quality and development of members, Practitioners and Licensed firms'.

5.2. Key Responsibilities:

- Conduct the Audit Quality Assurance (AQA) reviews for licensed firms and practitioners;
- Monitor and follow-up with the action plans provided by the AQA reviews;
- Conduct an evaluation and validation of membership and firms' application and thereafter issue licenses after Governing Council approval;
- Develop, review and implement the Disciplinary procedures manual;
- Develop, review and implement the Ethics and compliance manual;
- Develop and implement systems to support the realization of ICPAR Mandate in line with member compliance and best practice support;
- Develop and execute an audit plan and produce audit reports;
- Prepare Commissions' Annual calendars and ensure implementation;
- Support various Commissions and committees meetings in particular Inspection and Disciplinary;
- Conduct and ensure suitability assessment of the Disciplinary cases and ensure appropriate processing;
- Conduct and Identify high risk cases and ensure that these are appropriately directed to responsible individuals and seek legal advice together with the Disciplinary Committee where appropriate;
- Support the iCPAR IFAC SMOs compliance program;
- Support the iCPAR bid for full IFAC membership;
- Develop and implement Practice assurance by working with selected companies/individuals to deliver the Practice Assurance assignment and ensure that results are followed up with appropriate action;
- Manage operational tasks in relation to quality assurance review process of ICPAR licensed members;
- Certify that ICPAR's Quality Assurance Review is effective and operates in compliance with SMO 1 requirements;
- Provide ethics advice to the membership and deal with ethics enquiries as appropriate;
- Support development of the quality assurance function to effect improvements which enhance the development of the profession. Ensure that development in malpractice and new qualifications fit with the regulatory framework;
- Prepare and develop the Departmental Annual budget; monitor the budget on a monthly basis identifying over and under spend, seeking efficiencies where possible and communicating it to the team;
- Identify a feasible risk management approach and identify potential risks to the professional standards function and incorporate them into the risk register of the institute;
- Support member firms and practitioners to implement Audit and Quality Assurance (AQA) action plans;
- Perform any other assigned duty.

5.3. PERSON SPECIFICATION:

E is essential and D is desirable.

5.3.1. Qualification:

- A Professional Certification like CPA, ACCA or any other relevant qualification and a member in good standing of a professional body recognized by IFAC (E);

- A Master's degree in Finance, accounting, economics or any other related qualification with at least a minimum of three (3) years' relevant experience (D);
- A Bachelor's degree in Finance, accounting, economics or any other related qualification with at least a minimum of five (5) years' relevant experience (D).

5.3.2. Experience:

- Managerial experience of at least 5 years and above in an auditing firm or any other related organization;
- Experience in audit quality assurance (E)

5.3.3. Skills, Knowledge and attitudes:

- Positive attitude, flexibility, teamwork, attention to detail, high degree of initiative required;
- Assimilation of verbal and written data to draw logical conclusions;
- Ability to inspire and motivate prospective members;
- Excellent writing and speaking ability in both English and French;
- Strong interpersonal and Communication skills;
- Accuracy; timeliness and strong organizational skills;
- Knowledge of the CPD Policy;
- Knowledge of SMO's (Statement of Member Obligations);
- Ethical and Integrity;
- Time management and Negotiation skills.

5.4. Working Relationship:

- Key member of Professional development services department (PDS)
- Reports to the Director - Professional Development Services.
- Regular communications with all stakeholders.

5.5. 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

6. BRAND AND COMMUNICATION MANAGER

6.1. 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.

6.2. 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.

6.3. Person Specification

E is essential and D is desirable.

6.3.1. 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)

6.3.2. 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;

6.3.3. 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.

6.3.4. 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.

6.4. 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.

6.5. 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

7. Finance Manager

7.1. Job Purpose:

The Finance manager is a key person in the strategy and Institutional Sustainability (SIS) department, reporting to the Director SIS and is a member of the management team of the department. The role of the Finance Manager is to ensure effective financial management of the institute and supervise the overall activities within the finance department.

7.2. Key Responsibilities:

- Prepare Departmental Strategic and Business Plans and the budget for the Department of Finance and play an active role in Corporate Planning and budgeting for ICPAR;
- Develop, regularly review, maintain and enforce implementation of financial management processes and procedures to be implemented within ICPAR;
- Ensure the efficiency and effectiveness of the Financial Management Systems of ICPAR;
- Develop and implement procedures for assessing and implementing measures to ensure that ICPAR obtains cost effectiveness and Value for Money in all its activities and operations so as to identify cost savings and hence contributing to the efficiency in ICPAR's operations;
- Develop, implement and regularly review the Risk Management Systems to ensure existence of adequate measures to manage, monitor and protect revenues and other financial resources under control and responsibility of ICPAR. This will include ensuring appropriate accounting procedures existing at ICPAR to control and monitor the annual budget;
- Oversee and Coordinate all financial reporting functions of the organization including the preparation of periodic management accounts, as well as the Financial Statements of ICPAR, ensuring compliance and consistency with the requirements of National Legislation and the financial reporting requirements of donors;
- Play the role of custodian of the computer based financial management and reporting system of the ICPAR ensuring that the right resources are effectively deployed to ensure that the system is working as designed at all times. This will include approving and coordinating changes and improvements in the automated financial and management reporting system;
- Ensure that revenue collections are accurately captured and that all reconciliations are implemented in a timely manner;
- Oversee the activities of the commercial banks as well as ensuring adequate and effective bank reconciliation process in the institute;
- Ensure existence of adequate cash flow to meet the organization's needs and advise management over Working Capital position and needs of the institute;
- Develop financial and tax strategies;
- Ensure that payments made by the ICPAR are made in adequate time;
- Oversee and coordinate the activities of both Internal and External Independent auditors ensuring all audit issues are attended to and addressed. This will include ensuring that there is an audit file for the year-end audit;
- Manage the development of the budget with department heads for approval by Governing Council;
- Attend Board and Subcommittee meetings while presenting the Annual Budget, Financial Statements and Financial Policies of ICPAR;
- Coach and mentor the accountants and management of the department for purposes of empowering them in performing their duties effectively;
- Undertake Recovery function;
- Provide necessary support to all other departments;
- Perform any other assigned duty.

7.3. PERSON SPECIFICATION:

This person specification will be used in short listing and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria. E is essential and D is desirable.

7.3.1. Qualifications:

- Professional certification like CPA, ACCA or any other equivalent qualification with substantial relevant experience and Member of a professional body in good standing (E)
- A degree in Finance or Accounting with an MBA as an added advantage (D)

- Demonstrate a strong literacy, numeracy and analytical skills (E)
- Knowledge of the accountancy profession in Rwanda(D)
- A relevant administrative qualification or evidence of formal training(D)

7.3.2. Experience:

- Managerial experience of at least 5 years in a finance portfolio
- Experience in usage of accounting software such as SAGE, Oracle etc
- Conversant with office applications like Word processing, spreadsheets, Power point and database, internet etc

7.3.3. Knowledge, Skills and Attitudes

- Proven ability to communicate effectively both written and orally;
- Excellent strategic, analytical, organizational and change management skills;
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Ability to be innovative and identify risks and look for ways of overcoming them;
- Ability to work under pressure, flexibly and manage conflicting priorities;
- Ability to meet deadlines and Manage change;
- Report writing skills for both Qualitative and Quantitative information.
- Proven leadership abilities and ability to evaluate work with massive data.
- Possesses high degree of integrity.
- Ability to recognise and appreciate the confidential nature of work.
- Evidence of commitment to strategy and sustainability services.
- Skills in financial modelling.

7.4. Working Relationship:

- Key member of Strategy and sustainability Department (SIS)
- Report to the Director of Strategy and sustainability Department.
- Regular communications with all stakeholders.

7.5. 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

8. IT MANAGER

8.1. Job Purpose:

The Information Technology 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 IT Manager manages the Institutes' management information systems. The post holder is accountable for developing, managing, maintaining and enhancing the institutes' IT system.

8.2. Key Responsibilities:

- Develop strategy and review performance of the Institutes' IT systems;
- Develop, review, monitor and evaluate ICT Blueprint implementation;
- Drive ICT Blueprint Implementation;
- Develop proposals and recommendations to senior management in relation to opportunities to change, re-engineer or streamline business processes;
- Manage IT Service providers;
- Manage IT Staff;
- Implement the ICPAR ICT Policy and ensuring it is regularly updated;
- Plan, organize, control and evaluate IT resources and operations
- Provide IT support to all departments;
- Develop relevant software applications where applicable;
- Maintain ICPAR ICT systems;
- Ensure that the business applications software are working correcting and continually respond to ICPAR business needs;
- Support the procurement of appropriate hardware and software;
- Ensure sensitive data are secured and protected;
- Perform regular data backup of the institute;
- Adhere to the institute IT policies and procedures;
- Exercise overall control of IS/IT expenditure;
- Monitor the usage of IT equipment;
- Advise on all matters related to IS/IT;
- Provide cost-effective IS/IT services in response to business needs;
- Promote the benefits of technology and educate managers and staff in its use;
- Ensure all IT assets are safeguarded and properly maintained in good working order.
- Work closely with the inventory manager to perform analysis of inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, maintaining solid inventory data and reduce sub-rental expenses.

8.3. PERSON SPECIFICATION:

E is essential and D is desirable.

8.3.1. Qualification:

- Professional Certificates such as Cisco (CCNA, CCNA Security, CCNP), MCSA/ MCSE, ITIL, OCP, CISSP, PMP, CISM etc (D)
- Masters in Information Technology systems, Business of IT, Software Engineering, IT Project Management and other equivalent related qualification with at least three years of experience. (D)
- A Bachelor's Degree in Business of Information Technology, Computer Science, IT project Management, Software Engineering other equivalent related qualification with at least Five years of experience (D)

8.3.2. Experience:

- 5 years working experience in a recognized institution in an IT Project management or any managerial position in an IT environment; (E)
- Ability to work autonomously and as part of a multidisciplinary team; (E)
- Ability to make recommendations for business processes re-engineering, elaboration and implementation of new system; (E)
- Having worked in an interactive and Online systems environment; (E)
- Proven experience with programming languages such as JAVA and PHP; (E)
- Experience in database Management; (E)

8.3.3. Knowledge, Skills and Attitudes

- Ability to undertake Computer Systems Changes; (E)
- Computer Network Systems; (E)
- Proven experience with database management systems; (E)
- High level of Communication and Negotiating skills; (E)
- Ability to recognise and appreciate the confidential nature of work; (E)
- Evidence of commitment to strategy and sustainability services; (E)
- Good decision maker and dependable; (D)
- Flexible and ready to undertake a wide range of tasks to meet emergencies and changing circumstances;(D)
- A Strategic thinker and Creative; (D)
- A good mentor and Team worker; (E)

- Excellent report Writing Skills and Analytical Skills; (E)
- Good Leadership Skills; (E)
- A good Negotiator; (D) and
- Manages time well. (E)

8.4. 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.

8.5. 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

9. OPERATIONS MANAGER

9.1. Job Purpose:

The Operations 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 Operations Manager manages is responsible for Planning, M& E, Procurement, HR and Administration functions, specifically the following;

9.2. Key Responsibilities:

- Lead and guide the operations team in the provision of results-oriented support services;
- Lead the execution of the strategy and institutional annual work plan;
- Produce and consolidate in-year and institutional annual progress reports;
- Prepare and coordinate Institute Strategic and activity plans and play an active role in corporate Planning, Monitoring and Evaluation and budgeting for ICPAR;
- Ensure the preparation of the annual procurement plan;
- Provide efficient procurement and logistical services and supervision;
- Receives and processes requisition for stock and non-stock items;
- Maintains and updates suppliers' data bank;
- Provide necessary support to all institute departments;
- Develop and implement institute strategic manuals;
- Coordinate the human resource and administration functions;
- Develop and implement monitoring and evaluation tools;
- Manage daily operations of the institute;
- Develop and maintain customer service standards;
- Act as the estates manager for the Institute;
- Perform any other assigned duty.

9.3. PERSON SPECIFICATION:

E is essential and D is desirable.

9.3.1. Qualification:

- A Master's Degree in Project Management, Business administration, Procurement, Logistics and other equivalent related qualification with at least three years of experience (D)
- A Bachelor's Degree in Project Management, Business administration, Procurement, Logistics and other equivalent related qualification with at least Five years of experience (D)
- professional Certification such as CIPS, CILTS, CPT, PRINCE2, PMP (D)

9.3.2. Experience:

- 5 years Experience in Project Management or Operation Management across the various fields (E)
- Experience of managing operations in a busy organisation (D)

9.3.3. Knowledge, Skills and Attitudes

- Negotiation skills;
- Communication skills;
- Organizational skills;
- Knowledge of principles of procurement;
- Process design;
- MS Office;
- Knowledge of principles of law of contract and labour code;
- Monitoring and evaluation;
- Quality assurance;
- Ability to recognise and appreciate the confidential nature of work;
- Evidence of commitment to strategy and sustainability services;
- Dependable skills and proficiency;
- Professionalism;
- Integrity;
- Managerial and leadership skills (Evidence of experience);
- Stress tolerance;
- Time management and Deadline oriented;
- Flexible to undertake a wide range of tasks to meet emergencies and changing circumstances;
- Planning organizing.
- Ability to work independently

9.4. Working Relationship:

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

10. 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

11. 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 20 July 2018.

Only shortlisted candidates will be contacted. Preference will be given to Rwandan Nationals.