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INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF RWANDA

Driving Sustainable Performance

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. PROFESSIONAL STANDARDS MANAGER (1)

1.1. 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.

1.2. 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.

1.3. PERSON SPECIFICATION:
1.3.1. 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

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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).

1.3.2. 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.

1.3.3. 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.

1.4.   Working Relationship:

- ✓ Key member of Professional development services department (PDS);
- ✓ Reports to the Director Professional 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

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2. BRAND AND COMMUNICATION MANAGER (1)

2.1. 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.

2.2. 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;

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- Perform any other assigned duty.

2.3. Person Specification
2.3.1. 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)

2.3.2. 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;

2.3.3. 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.

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2.3.4. 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.

2.4.   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.

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

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3. **Principal Examiners (2)**

3.1 Job Purpose

The principal examination officer is a key person in the Education Development Service Department and will facilitate ICPAR examination unit achieve its critical goal of ensuring high quality examinations for Certified Accounting Technician and/ or Certified Public Accountant qualifications.

3.2. Key Responsibilities
The following are key roles of principal examiners at the Institute:

- Plan, identify and ensure sufficient examination logistics are in place before any examination sitting;
- Set examination centers' standards to the level acceptable by ICPAR and International Education Standards board and ensure that the available examination centers are adequate to accommodate CAT and CPA examinations;
- Establish an environment that ensures proper and efficient security and storage of examinations;
- Plan and expedite examination setting, moderation, marking and release of results for ICPAR Qualifications;
- Liaise with universities, TVETs and other Higher Learning institutions to promote ICPAR Qualifications;
- With support from examination team, actively participate and lead increased enrollment of students;
- Identify any need of updating the curricula and its associated learning materials;
- Actively Participate in the development and review of Curricula and learning materials of ICPAR qualifications;
- Participate in the accreditation process of tuition providers, Universities and TVET colleges and ensure relevant support is provided to enhance the quality of tuition;
- set exams in line with ICPAR approved syllabus and ensure the compliance of International Educational Standards (IESs) and other relevant standards that govern professional examinations;
- Work and liaise with Tuition providers and sponsors and reconcile their student numbers;
- Conduct Tracer and employer satisfactory surveys to ensure relevance of ICPAR qualifications;
- Keep and update of database of examiners, markers, moderators;
- Work closely with line examination manager and qualifications manager to develop a highly competent examination team that strive to achieve departmental and Institute's mandates;
- Perform any other duty as may be assigned to you from time to time.

3.3 Person Specification
The person specification will be used in shortlisting and interviewing to select the best candidates.

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Each applicant should therefore address the person specification in his/her written application letter and where appropriate you should give examples of how you meet the criteria. Please note that E is essential and D is desirable.

3.3.1 Qualifications

- Professional certificate like CPA, ACCA or any other equivalent qualification recognized by IFAC with substantial relevant experience in relatively similar work (E)
- Certified Accounting Technicians or Diploma with a significant professional experience at least five years such as training/Coaching, exam setting, marking and learning material development (E)
- Bachelor's degree in any of Finance, Accounting, Economics, Business or education or any other related academic qualifications. (D)
- Active Membership to any professional accountancy organization (D)

3.3.2 Experience

- At least a minimum of two years' experience as a lecturer, in setting and marking of examinations, curricula and learning materials review or in training of professional examinations.
- Experience working with and advanced knowledge of the accountancy profession in Rwanda or professional accountancy organizations' (PAOs) setting.
- Demonstrates high level of literacy, numeracy and analytical skills
- Knowledge of administrative processes and ability to create procedures that improve and support delivery of examinations.
- Knowledge in students management
- Experience working and using student and examination management system/software.

3.3.3 Knowledge, skills and attitude

- Proficiency working with standard office applications including Ms Word, Excel, Power point and Outlook
- Excellent organizational, time management and communication skills
- Ability to deal with large volume of administrative system whilst maintaining excellent attention to detail
- Flexibility and readiness to undertake a wide range of tasks and meet deadlines

3.4 Benefits

- Competitive salary
- Excellent medical cover
- Our commitment to personal development and career growth

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4. SOFTWARE DEVELOPER JOB DESCRIPTION (1)

- **4,1 Job Purpose**

The Software Developer is a key person in the IT Division, reporting to the IT 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. The post holder is accountable for developing, managing, maintaining and enhancing the institutes' IT systems

- **4.2 Key Responsibilities**
  - o Oversees the overall management and maintenance of the information systems within the organisation
  - o Develop, engineer and integrate components
  - o Select and develop integration testing techniques to ensure the systems meet requirements;
  - o Modifying, developing and implementing software-programming applications and software products;
  - o Writes code and complete programming;
  - o Testing of systems and applications;
  - o Converts project specifications and procedures to detailed logical flow charts for coding into computer language;
  - o Address known security vulnerabilities, applying security by design;
  - o Implements security techniques on all or part of an application, process, network or system within area of responsibility;
  - o Provide advanced, component technical support;
  - o 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;
  - o Manages the definition of Service Level Agreements (SLAs), Operational Level Agreements (OLAs) contracts and Key Performance Indicators (KPIs);
  - o Performs troubleshooting exercises and provides service support in diagnosing, resolving software issues;
  - o Give basic programming training;
  - o Prepares and maintains documentation, policies and instructions, and recording and detailing operational procedures and system logs.

- 4.3 **Person Specification**

The person specification will be used in shortlisting and interviewing to select the best candidates. Each applicant should therefore address the person specification in his/her written application letter and where appropriate you should give examples of how you meet the criteria. Please note that E is essential and D is desirable.

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4.3.1   **Qualifications**

- Bachelor's Degree in Computer Science, Information Systems, Software Engineering, and other equivalent related qualification (E)
- Professional Certificates such as Cisco (CCNA, CCNA Security, CCNP), MCSA/ MCSE, ITIL, OCP, CISSP, PMP, CISM etc (D)

4.3.2 **Experience**

- 3 years working experience in a recognized institution in an ICT related role; (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)

4.3.2   **Knowledge, skills and attitude**
4.3.2.1   **Knowledge and Skills**

- Knowledge of ICT infrastructures and architecture designs demonstrated ability to work in complex ICT environments. (E)
- Knowledge of ICT Architecture frameworks, methodologies and systems design tools. (E)
- Good knowledge and ability to work with programming languages such as JAVA and PHP. (E)
- Good knowledge in development of user interfaces, business software components and embedded software components; (E)
- Ability to specify and apply appropriate software and / or hardware architectures. (E)
- Proven experience working with interactive and online systems environment; (E)
- Having developed 2 or more applications that are in use and can be verified. (E)

4.3.2.2Attitudes
- Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the users, customers/stakeholders. (E)
- Is self-initiated and can work under broad direction. (E)
- Ability to anticipate, identify and define problems. Seeks root causes and develops and implements practical and timely solutions. (E)
- Think out of the box and identify appropriate solutions within available resources. (E)
- Works well in a team environment and exhibit flexibility when addressing daily shifting work priorities. (E)
- Good analytical and report writing skills with high level of attention to detail. (D)
- Establishes and maintains effective business partnerships at all levels. (D)
- Uses best practices to develop solutions and respond to customer needs. (E)
- Good written and oral communication skills. (D)

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4.3.2 **Working Relationship:**

- Key member of IT Division
- Reports to the IT Manager.
- Support to other departments.

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 first 2 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 Tuesday 26 March 2019.

Only shortlisted candidates will be contacted.

Preference will be given to Rwandan Nationals.