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### **VACANCY ANNOUNCEMENT:**

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

The Institute exists to serve public interest and has wide-ranging responsibilities including promotion and adherence to financial reporting, auditing, and ethical standards. The institute has a responsibility for regulating and promotion efficient accounting practices in public interest. ICPAR is a member of the international Federation of Accountants (IFAC).

To accomplish its mandate, the Institute is looking for the qualified national candidates to fill the following positions:

#### **1 ICT Manager (1 position)**

##### **Tasks and Responsibilities:**

1. Ensure the implementation of ICT Blueprint and policy framework and provide advice on its alignment with ICPAR strategic priorities.
2. Monitor timely systems integration and network upgrades, disaster recovery procedures and business continuity plans are operational within project requirements, resources & budget costs.
3. Establish database management centres and migrations with effective data backup and security measures within ICPAR.
4. Monitor ICT trends and lead the upgrade and implementation of appropriate cost-effective technology solutions and service delivery for ICPAR operations.
5. Manage the performance of systems, audit and monitor compliance with ICT policies and procedures within ICPAR.
6. Ensure business applications, hardware and software is kept up to date and continually responds to ICPAR business needs.
7. Advise and support the development of specifications for the procurement of all ICT equipment, software and services within the ICPAR.
8. Develop and improve ICT approaches to ensure user support services to all departments meets user needs in an effective and efficient way.
9. Design and deliver a range of capacity building modalities that will contribute to increased effective use and management of ICT at ICPAR.
10. Any other task assigned by authority

## **Qualification and Requirements**

### **A. Academic Qualification and Experience**

- a. Degree in Information Communication Technology, Information Systems, Business Administration specializing in ICT, Software Engineering, IT Project Management and other equivalent related qualification
- b. Professional Certificates such as Cisco (CCNA, CCNA Security), MCSA/ MCSE, RedHat Certificate, OCP, CISSP, PMP, CISM etc.
- c. At least 5years experience in an ICT related role.

### **B. Competencies (Knowledge and Skills);**

- a. Knowledge of ICT infrastructures and demonstrated ability to work in complex ICT environments in driving systems change;
- b. Knowledge in hardware management, familiarity with different types of server operating systems and demonstrated ability to ensure database administration.
- c. Proven knowledge and ability to with programming languages such as JAVA and PHP.
- d. Planning, policy and management experience working with complex ICT operational and technical strategies to achieve priorities;
- e. Demonstrated experience in the establishment and management of data centers and the transition from one system ensuring the integrity, security and accuracy of migrated data;
- f. Proven 'hands on' experience in managing and upgrading ICT network operations and infrastructure to ensure maximum accessibility and compliance with customer standards;
- g. Proven experience working with interactive and online systems environment;
- h. Experience in providing technical specifications for procurement and in contracts management

## **2. ICT support officer (1 position)**

### **Tasks and Responsibilities**

- a. Receives ICT issues and queries as a point of first contact and provides first line support, resolution or escalates incidents.
- b. Provides responsive and accurate solutions to users for specific issues and problems.
- c. Takes proactive action to ensure stable and secure applications within the ICPAR ICT infrastructure to minimize and avoid potential service disruption.
- d. Log and maintain issues from the implementation of the ICT Blueprint and policy framework and appropriately report information.
- e. Develop and monitor mechanisms to receive ICPAR user complaints and provide responses and solutions within established timelines.
- f. Implement and socialize the internal help desk ticketing system for ICPAR end users.
- g. Maintain a database to monitor and track the tickets received and time taken to resolve the issue.

- h. Develops new approaches to provide effective and efficient user support to ICPAU ICT users.
- i. Contribute to the development and delivery of application systems and support to enhance the operations of the ICT unit.

## **Qualification and Requirements**

### **A. Academic Qualification and Experience**

- a. Bachelor's Degree in Information Communication Technology, Information Systems, Business Administration specializing in ICT, Software Engineering, IT Project Management and other equivalent related qualification
- b. Professional Certificates such as Cisco (CCNA, CCNA Security), MCSA/ MCSE, RedHat Certificate, OCP, CISSP, PMP, CISM etc.
- c. 2 years' work experience in an ICT related role

### **B. Competencies (Knowledge and Skills);**

- a. Knowledge of ICT infrastructures and demonstrated ability to work in ICT environments in driving systems change;
- b. Knowledge in hardware management, familiarity with different types of server operating systems and demonstrated ability to ensure database administration.
- c. Understands how business processes are integrated and their dependency upon ICT applications.
- d. Knowledge of the link between system infrastructure elements and impact of failure on related business processes.
- e. Demonstrated ability to monitor progress of issues throughout lifecycle and communicate effectively.
- f. Identify potential critical component failures and act to mitigate effects of failure.
- g. Ability to conduct risk management audits and act to minimize exposures
- h. Ability to analyze symptoms, identify broad area of user error or technical failure.
- i. Demonstrated ability to maintain network and PC maintenance logging efforts to ensure network and data integrity.
- j. Ability to test new software applications and recommend purchase where required.

Interested applicants should send their applications together with their CVs, qualifications, experience, full contact details including daytime telephone number, to:

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

The deadline for application is 07<sup>th</sup> November 2022.

Only shortlisted candidates will be contacted.