



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF RWANDA
Driving Sustainable Performance

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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 recently launched its syllabi for both the Certified Public Accountants (CPA) and Certified Accounting Technicians (CAT) courses. Examinations will be sat in June and December each year. ICPAR now seeks to identify Examiners, Moderators, Developers, Markers and Invigilators for the below broad subject areas for its forthcoming examination certification series.

1 LEARNING MATERIALS DEVELOPERS, EXAMINERS, REVIEWERS, MODERATORS AND MARKERS

1.1. Main Purpose

The objective of this process is to identify and establish a pool of learning materials developers/writers, examiners, reviewers, moderators, and makers to support the iCPAR qualifications and examination certification series for the foreseeable future. To achieve this objective, knowledgeable, competent and experienced individuals are sought to drive the ICPAR qualification and examination certification series in line with IFAC SMO 2: International Education Standards and specifically International Education standard number 2 dealing with Content of Professional Accounting Education Programs. Individuals will work with ICPAR staff in the Education Development services department.

1.2. Key Responsibilities

The individuals should demonstrate professional integrity, self-confidence, confidentiality and passion for developing materials, setting exams within a strict deadline, reviewing materials, moderating and marking as per schedule.

The moderators and markers will be selected from the selected list of examiners. Each paper will have its own responsible moderator who will report on the whole process of examination.

The individuals will be in the following subjects' areas;

CERTIFIED ACCOUNTING TECHNICIAN (CAT)

Recording Financial Transactions, Principles of Costing, Effective working in Accounting and Finance, Preparation of Basic Accounts, Managing costs and Cash flows, Professional ethics in Accounting and Finance, Financial Accounting, Management Accounting, Taxation, Audit and Assurance, Credit Management, Public Finance Management.

CERTIFIED PUBLIC ACCOUNTANTS (CPA)

Business Mathematics and Quantitative Methods, Introduction to Law, Financial Accounting, Business Management Ethics and Entrepreneurship, Management Accounting, Economics and Business Environment, Information Systems, Taxation, Managerial Finance, Financial Reporting, Company Law, Auditing, Strategy and Leadership, Audit Practice and Assurance Services, Advanced Financial Reporting, Strategic Corporate Finance, Strategic Performance Management, Advanced Taxation.

1.3. Knowledge, skills, and experience

The suitable individual should be professionally qualified and experienced in the relevant discipline and at the minimum reflect the profile below,

1. Hold a recognized professional qualification or a master's degree from a recognized university;
2. Demonstrate evidence of professional qualification, knowledge, and experience in undertaking similar assignment;
3. Submit a capability statement evidencing the ability to undertake assignment with reference to similar assignments undertaken before;
4. The individual should have at least 3 years experience training or practice in his/her area of specialization;
5. Teaching or lecturing experience is an added advantage.

1.4. Duration of Assignment

The successful individuals will be part of a pool of learning material writers/developers, reviewers, examiners and moderators that may be called upon whenever those activities are going on in the Institute.

1.5. Working Relationships

- Support Education Development Services Department (EDS) in the identified areas where support is needed.
- Report to Director of Education Development Services through the under assigned managers (Examinations or Qualifications manager)

2 INVIGILATORS

2.1. Job purpose

The objective of this process is to identify and establish a pool of invigilators, to support the ICPAR examination certification series for the foreseeable future. To achieve this objective, knowledgeable, self-confident, competent and experienced individuals are sought to drive the iCPAR examination certification series in line with IFAC SMO 2.

2.2. Knowledge, skills, and experience

The suitable individual should be at the minimum reflect the profile below:

1. Hold a bachelor's degree from a recognized university or other Recognized Professional Qualifications;
2. Experience of public examination procedures especially National Examination procedures Skills;
3. Ability to follow oral and written instructions;
4. Ability to give clear, audible instructions to candidates, and visual instructions on display boards (e. g start-time, end-time, center number for examinations);
5. Ability to complete attendance register, seating plan and reports;
6. The individual should have at least 3 years of relevant experience;
7. Be Rwandan by Nationality.

2.3. Working Relationships

- Support Education Development Services Department (EDS) in setting, Marking and Moderation of examinations.
- Report to examinations Manager of the institute.
- Regular communications with examinations Officers of ICPAR during the examination process.

3. HOW TO APPLY

Applications indicating subjects of interest Interested individuals should forward their expressions of interest including their applications addressed to the Chief Executive Officer and CV. This should be delivered to the address below on or before 31st October 2019 at 5:00 pm. to:

recruitment@icparwanda.com