

RE-ADVERTISED

The Institute of Certified Public Accountants of Rwanda (ICPAR) is the Professional Accountancy Organization (PAO) mandated by law number 11/2008 to regulate the Accounting profession in the republic of Rwanda. iCPAR is keen to attract strong and competitive candidates' positions who generally exhibit the following competencies, in line with the degree of responsibility:

Key Competences of applicants:

- Professionalism: proven conceptual, analytical, and evaluative skills. The ability to conduct independent reviews and identify issues; formulate options, arrive at conclusions and make sound recommendations; a complete in-depth grasp of management principles and practices with sound knowledge and command of budget development, and resource control; strategic outlook with attention to accuracy and detail.
- Leadership: Potential for strong leadership and supervisory skills. Must demonstrate potential skills to negotiate; good judgment and decision-making skills; innovative and technical leadership-performing and/or overseeing the analysis of complex financial policy and programme issues; ability to gain the assistance and cooperation of others in team endeavor.
- Managing Performance: Ability to establish priorities, plan and encourage performance; coordinate and monitor work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately.
- Technological Awareness: sound computer skills, including proficiency in Microsoft office products and knowledge of complex computerized financial systems will be an added advantage.
- Communications and Teamwork: proven ability to write in a clear and concise manner and effective oral communication skills. The incumbent must demonstrate ability to develop and maintain effective work relationships with iCPAR stakeholders; strong interpersonal skills and ability to establish and maintain effective working relations with people with sensitivity and respect for diversity.

ICPAR wishes to recruit qualified, hardworking, self-motivated and experienced experts to fill the following vacant positions.

ICPAR001: Director, Education Development Services _1 position

Reporting Reports: Reports to the Secretary General (SG)

Key Responsibilities: The Director of Education Development Services shall mainly coordinate and manage iCPAR Professional Accountants Curriculum, Professional Education and Examinations. Advise the SG on department's strategies, objectives and goals that support the overall organizational strategic aim; ensure that effective communications and appropriate relationships are maintained with institutions of higher learning; ensure that iCPAR examinations are conducted in accordance with applicable rules and regulations; and ensure that International Education Standards and the Statement of Membership Obligation 2 are complied with.

Requirements:

Hold a professional accountancy qualification recognized by International Federation of Accountants (IFAC), and/or an MBA with at least 5 years' of work experience in senior management in a dynamic and busy environment. Should ideally be fluent in English with working knowledge of French.

ICPAR002: Director, Professional Development Services - 1 positions

Reporting Reports: Reports to the Secretary General (SG)

Key Responsibilities: The Director Professional Development Services primary responsibility is to manage and execute the technical function of the Institute. The director will be accountable for effective implementation of the International Federation of Accountants Statement of Member Obligation (IFAC SMOs) requirements relating to International Financial Reporting Standards, International Financial Reporting Standards for SMEs, International Public Sector Accounting Standards and other related standards.

Requirements:

Hold a professional accountancy qualification recognized by International Federation of Accountants, and/or an MBA with at least 5 years' of work experience in senior management and a dynamic environment. Should ideally be fluent in English with working knowledge of French.

ICPAR003: Director, Strategy and Institutional Sustainability_1 position

Reporting Reports: Reports to the Secretary General (SG)

Key Responsibilities: The Director, Strategy and Institutional Sustainability Services (SIS) primary responsibility is to coordinate income generation and financial sustainability programs; Prepare, Design and implement internal control process; Oversee the investment of the Institute's funds; Formulate ICT projects and strategies for the Institute; Implement financial and management information procedures; Prepare budgets, cash flow forecasts and other Institute's plans; Oversee the preparation of financial reports and statements; Monitor and analyse financial information of the Institute on a timely basis; Oversee the procurement of goods and services; Ensure that each department is adequately resourced; Oversee good governance and oversight requirements Oversee the Institute's management information systems; and Supervise line staff; Prepare departmental plans; coordinate and manage the day-to-day affairs of the Department.

Requirements:

Hold a professional accountancy qualification recognized by International Federation of Accountants, and/ or an MBA with at least 5 years' of work experience in senior management and a dynamic environment. Should ideally be fluent in English with working knowledge of French.

ICPAR004: Practice Monitoring and Regulation Manager _ 1 positions

Reporting Reports: Reports to the Director Professional Development Services

Key Responsibilities: The primary responsibilities of the Practice Monitoring and Regulation Manager include the development and execution of a policy framework for practice monitoring and Implementation of IFAC SMO requirements relating to IFRSs, IFRS for SMEs, IPSASs and other related standards; Enforce the Audit Quality Assurance review procedures as per Statement of Member Obligation 1 requirements; Develop, publish and implement guidance requiring firms to implement quality control standards (ISQC1); Conduct Audit Quality Reviews and publish an annual summary report of their progress; Carry out research and comment on exposure drafts issued on ISAs and International Standards on Quality Control; Oversee, manage and enforce the investigation and disciplinary process; establish, implement and monitor a framework for practical experience for aspiring professional accountants and ensure its implementation and monitoring through Institute's guidelines (output and/or input based approach) in accordance with the requirements of International Education Standards 5-8.

Qualifications and experience required:

Hold a professional accountancy qualification recognized by IFAC and a bachelor's degree in Commerce, Accounting or Finance. A Master's degree will be an added advantage; Have a minimum of 3 years of work experience in a similar or related role in a busy and dynamic environment; should ideally be fluent in English with working knowledge of French.

ICPAR005: Member Services and Growth Manager - 1 position

Reporting Reports: Reports to the Director Professional Development Services

Key Responsibilities: The primary responsibilities of the Member Services and Growth Officer include the development and execution of a policy framework for business development and capacity building programmes; ensure that quality services to members are seen in terms of Continuous Professional Development (CPD) Monitoring, advisory, advocacy, ethics, effective management of technical matters and services to both members and public; Enforce the Audit Quality Assurance review procedures as per SMO 1 requirements; Develop, implement and achieve in line with agreed plans and budgets arrange of proactive fundraising activities in order to maximize income generation through both iCPAR training programs and major financial support lines of business; initiate ideas new ideas drawing from the member training needs for the development of new products (workshops & events) in line with financial sustainability plans of iCPAR; provide guidance on the action plan for the Audit Quality Assurance reviews in accordance with the requirements of SMO 1; be able to notify members on new IFAC Pronouncements;

Qualifications and experience required:

Hold a professional accountancy qualification recognized by IFAC and a bachelor's degree in Commerce or Business Administration, A Master's degree will be an added advantage; have at least 3 years work experience in a similar or related role in a busy and dynamic environment; should ideally be fluent in English with working knowledge of French.

Submission of Application:

Interested individuals should submit a hard copy of application letter addressed to the Secretary General or via email info@icparwanda.com, updated CV, notified copies of professional, Academic qualifications and other relevant certificates on the addresses below on or before 10th July 2015 at 5:00 pm.

Institute of Certified Public Accountants of Rwanda (ICPAR)
P. O. Box 3213 Kigali
1st Floor Prester House - Kacyiru
(Opposite Top Tower Hotel)- Nearby Chinese Restaurant and BK Kacyiru branch.

Done on the 23rd June 2015



John Munga CPA (R)

Secretary General & Secretary to the Governing Council - iCPAR

NB: Applications received in response to the earlier advertisement remain valid and the applicants need not re-apply