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**Job Title: Program Coordinator**

**Location: iCPAR, Kigali, Rwanda**

**Current Job Holder: N/A**

**Reports to (job title): iCPAR President (plus an additional reporting line to The Partner Organisation Lead Consultant (for the duration of the project).**

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## **Context**

In 2014, IFAC, the global organization for the accountancy profession, and the UK Department for International Development (DFID), which leads the UK's work to end extreme poverty, entered into an agreement to strengthen PAOs in emerging economies, in at least 10 DFID focal countries to play a greater role in furthering economic development.

The Association of Chartered Certified Accountants (ACCA) has been selected through this program to support the Institute of Certified Public Accountants of Rwanda (iCPAR) as it takes its next strategic steps in development and growth. ACCA will work with iCPAR to update its strategic plan and create a work plan to implement the strategy, which will include support to review and strengthen its systems for accountancy education, qualification, and continuing professional development.

The program will enhance iCPAR's institutional capacity to effectively regulate the accountancy profession in Rwanda. This would position the accountancy profession in Rwanda to:

- act in the public interest;
- develop and produce capable and competent accountancy professionals;
- promote and enforce strong professional and ethical standards;
- act as a resource to government, regulators, and other stakeholders; and
- further the quality of financial management and reporting, which in turn:
  - i. attracts foreign direct investment;
  - ii. promotes growth and development of the small- and medium-sized sector;
  - iii. enhances transparency and accountability in the use of resources in the public sector;
  - iv. improves the design and delivery of vital public services; and
  - v. Enhances the effectiveness and efficiency of official development assistance.

To ensure the successful implementation of this program, thereby assuring iCPAR's long-term sustainability, a Program Coordinator is being recruited to work within iCPAR on a 12 month fixed-term contract – renewable subject to satisfactory performance and availability of funds.

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### **Job Purpose:**

This fixed-term role will be instrumental in managing the implementation of iCPAR strategic plan and optimizing iCPAR's organizational performance. The Program Coordinator will work closely with iCPAR colleagues and give effect to the strategy implementation work plan and financial sustainability plan.

The Program Coordinator will assume responsibility for engaging stakeholders, identifying business opportunities, managing change initiatives, extending member services and enhancing iCPAR's operational capacity to deliver its core activities.

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### **Key Responsibilities**

1. Work closely with iCPAR Council, Committees, management, external consultants and other key stakeholders [to include the International Federation of Accountants (IFAC) and PAFA] and relevant donor agencies to implement iCPARs strategy and vision. This includes representing iCPAR at Key local and international meetings.
2. Oversee the delivery of consulting support to iCPAR to ensure maximum effectiveness and value for money – ensuring good communication and effective and sustainable realization of target outcomes expected to arise from the the PAOCB project deliverables (outputs).
3. Build effective relationships with the Council, the Government, regulators, investors and other stakeholders both locally and globally; acting as the first point of contact for all key stakeholders, at all levels of the accounting and auditing profession and more broadly.
4. Regular reporting on progress and developments within iCPAR, both formally and informally, in the delivery of its strategy and work plan – ensuring that all relevant parties are kept up-to-date on progress and consulted at all stages of delivery.
5. Play a key role in the recruitment and sustainable development of a dynamic and competent workforce – to ensure iCPAR is a learning organization with the human resource, skills and knowledge to deliver its strategy and vision.
6. Support iCPAR to play a leading role in serving public interest through the implementation of strong regulatory, financial reporting and governance of the accounting and audit profession in Rwanda, promoting standards of professional competence and practice amongst members of the institute.

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### **Person Specification – Key Competencies & Experience**

Associate of



**Our Partners:** MINECOFIN; RRA; CMA; RALGA; EACIA



- Knowledge and experience of the accounting and auditing profession in Rwanda
  - Professional accountancy qualification or MBA desirable
  - Strong proven project management skills, with the ability to apply project methodologies as require and a track record of successful program and project implementation and delivery
  - Experience of effectively managing project budgets – with an understanding of budgetary control and resource allocation procedures.
  - Extensive experience in stakeholder management, including at senior levels
  - Highly-motivated, proactive and strategic individual
  - Demonstrable experience of delivering strategy development, implementation and change management
  - Exceptional communication skills – with the ability to communicate effectively with senior management and project teams
  - Strong problem solving and presentation skills
  - Strong negotiating and influencing skills
  - Good commercial awareness.
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### Reporting Arrangements

The successful candidate will report to

- a) The President of iCPAR /Council,
- b) The Partner Organization Lead Consultant (for the duration of the project).

In addition, the role holder will regularly consult with the iCPAR president to discuss Project progress and required actions and resource implications.

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### Expressions of Interest

Expressions of Interest shall include, but not limited to a) Letter of expressions of interest; b) an updated and detailed Curriculum Vitae with phone number and email addresses.

Candidates must address and deliver the above mentioned documents **on or before 8 March 2016 at 16h00 local time** to:

**Applications should be submitted to:**

**Mahalah Groves**

**Head of Capacity Building**

ACCA

[mahalah.groves@accaglobal.com](mailto:mahalah.groves@accaglobal.com)

cc [mkombozi@icparwanda.com](mailto:mkombozi@icparwanda.com)