

23 February 2016

Ref: 0014/FIN/02/16

Re: Recruitment of a Chief Executive Officer for the Institute of Certified Public Accountants of Rwanda (iCPAR)

Background

The Institute of Certified Public Accountants of Rwanda (iCPAR) was established in 2008. iCPAR is mandated by law 11/2008 to regulate the accounting profession in Rwanda. The vision of the Institute is to achieve unrivalled regulatory excellence and become a globally recognized professional accountancy institute. The mission of the institute is to empower our members and partner with stakeholders to serve public interest through regulation of the accountancy profession in Rwanda. The day to day operations of the institute are coordinated by a Secretariat with a small team of staff and the Secretariat reports to the Governing Council elected by Members of the Institute.

The Institute has made commendable achievements in the past five years of its operations. iCPAR is an associate member of the International Federation of Accountants (IFAC). iCPAR was also recognized and heralded as a success story at the World Congress of Accountants (WCOA) in November 2014 held in Rome and was among the first 3 PAOs awarded the IFAC MOSAIC Capacity Building Program support. ICPAR is also a full member of the Pan-African Federation of Accountants (PAFA).

iCPAR established an accountancy qualification for Rwanda and has successfully done six exam sittings since December 2012. To date 1,065 and 201 students have registered for CPA and CAT respectively. To date the institute has over 300 members and has licensed over 36 audit firms to operate in Rwanda.

Interested candidates should email their CVs and applications to the Chair of the Governing Council or submit their applications to the address below:

CPA Bosco MKOMBOZI KARAKE

Chair of the Governing Council, Institute of Certified Public Accountants of Rwanda

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The deadline for submitting applications is 5pm on 8th March 2016.

Terms of Reference, Recruitment of a Chief Executive Officer for the Institute of Certified Public Accountants of Rwanda (iCPAR)

The role

To drive the Institute to the next level and achieve sustainability, the Governing Council would like to recruit a Chief Executive Officer (CEO) for the Institute who shall coordinate and manage the day-to-day affairs of the Institute and shall be accountable to the Governing Council of the Institute on how its decisions are implemented.

Specific responsibilities

The CEO will be responsible for strategic leadership, financial leadership, administration, public leadership and compliance. In particular, the CEO will be responsible for the following:

- Formulating and recommending goals, strategies and objectives to the GC that ensure the institute meets its objectives as set out in the Law establishing the Institute;
- Developing, implementing and monitoring operating and strategic plans in line with the Institute's Mission;
- Providing strategic leadership to the Institute and overseeing the successful implementation of the strategic plan;
- Providing strategic direction on new investments, opportunities and change initiatives that will enable the Institute achieve its mission;
- Identifying the principle risks to the institute's objectives and implementing appropriate systems to manage the risks;
- Ensuring a daily follow-up of the activities of the Institute including action points provided in the Governing Council meetings;
- Developing and maintaining a sound and effective organizational structure and ensuring that all members of staff have their responsibilities and authorities clearly established;
- Issuing job regulations to employees of the institute and managing and appraising the employees of the Institute in accordance with the law;
- Ensuring that effective communications and appropriate relationships are maintained with the members of the institute and other stakeholders;
- Managing and overseeing the required interactions between the institute and the public and act as the principal spokesperson for the institute;
- Initiating, reviewing and monitoring the Institute's internal policies, procedures and ethical standards that will enable iCPAR achieve its objectives;
- Executing and monitoring the budget of the Institute and presenting quarterly management reports and accounts to the Governing Council;
- Preparing the draft budget proposal for the following year and the use of the previous annual budget and submitting it to the Governing Council of the Institute;
- Safeguarding and managing the property of the Institute;
- Informing, in writing, the Governing Council of the Institute about the progress of the Institute's activities at least once in every three (3) months;

- Acting as the Rapporteur at meetings of the General Assembly and the Governing Council of the Institute; and
- Performing any other duties assigned by the Governing Council of the Institute.

Key competencies

- Strategic outlook with attention to accuracy and details;
- Innovative leadership and strong technical skills;
- Proven conceptual, analytical, and evaluative skills;
- Ability to conduct independent reviews and identify issues, formulate options, arrive at conclusions and make sound recommendations;
- An in-depth grasp of management principles and practices with sound knowledge and command of budget development, and resource control;
- Strong managerial and supervisory skills;
- Must have tact and negotiating skills;
- Good judgment and decision-making skills;
- Ability to gain the assistance and cooperation of others in a team endeavor;
- Ability to establish priorities, plan and encourage performance;
- Coordinate and monitor the work of others, delegate appropriate responsibility, be accountable and exercise decision-making appropriately;
- Sound computer skills, including proficiency in Microsoft Office;
- Proven ability to write in a clear and concise manner and effective oral communication skills;
- Ability to develop and maintain effective work relationships with stakeholders (internal and external);
- Ability to present with confidence and authoritatively to stakeholders; and
- Strong interpersonal skills and the ability to establish and maintain effective working relations with people with sensitivity and respect for diversity.

Qualifications

The position requires a highly ambitious, self-motivated, diligent, committed, focused, enthusiastic and confident individual with leadership skills who can drive the institute towards meeting its objectives and sustainability.

The individual should have the following minimum qualifications:

- Possession of an MBA or equivalent from a reputable institution
- Possession of a professional accountancy qualification (CPA, ACCA, CIPFA, CIMA etc) is a distinctive advantage.
- At least 10-years of senior executive management experience
- Relevant experience in working with a professional institute
- Track record of delivering on key business objectives
- Fluent in English with a working knowledge of French or Kinyarwanda