

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 currently runs two qualifications namely Certified Public Accountants (CPA) and Certified Accounting Technicians (CAT) courses. Professional examinations are conducted two times a year, June and December. ICPAR now seeks to identify Examiners, Moderators, Markers, Invigilators and Checkers for seven broad subject areas for its forthcoming examination certification series.

1 EXAMINERS, MODERATORS AND MARKERS

1.1 Main Purpose

The objective of this process is to identify and establish a pool of examiners, moderators, and makers to support the iCPAR examination certification series for the foreseeable future. To achieve this objective, knowledgeable, competent and experienced individuals are sought to drive the iCPAR 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. The Individuals will work with iCPAR staff in the examination department.

1.2 Key Responsibilities

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

The moderators and markers will be selected from 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 broad subject areas,

1. Financial accounting,
2. Auditing,
3. Taxation,
4. Management,
5. Economics,
6. ICT & Communication,
7. Law.

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 Masters degree from a recognized university and/or a recognized professional qualification;
2. Be a member of a professional body in good standing is an added advantage;
3. Demonstrate evidence of professional qualification, knowledge, and experience in undertaking similar assignment;
4. Submit a capability statement evidencing ability to undertake assignment with reference to similar assignments undertaken before;
5. The individual should have at least 3 years' experience in mentorship, coaching, teaching or practice in his/her area of specialization.

1.4. Duration of Assignment

The successful individuals will be part of a pool of examiners, moderators and examiners that may be called upon to set examinations, moderate and mark for the foreseeable future.

1.5 Working Relationships

- Support Education Development Services Department (EDS) in setting, Marking and Modulation of examinations.
- Report to Director of Education Development Services through examinations Manager of the institute.

1.6. How to apply

Interested individuals should forward their expressions of interest including their CVs this should be delivered to the address below latest 20th April 2018 at 5:00 pm. to:

iCPARexams@icparwanda.com

2 INVIGILATORS AND CHECKERS

2.1 Job purpose

The objective of this process is to identify and establish a pool of invigilators and checkers, 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 instruction 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 flexible to be affected at any of iCPAR examination centers across the country;
8. Be Rwandan by Nationality.

2.3 Working Relationships

- Support Education Development Services Department (EDS) in invigilating and checking iCPAR Professional examinations;
- Report to examinations Manager of the institute;
- Regular communications with examinations Officers of iCPAR during examination process.

1.6. How to apply

Interested individuals should forward their expressions of interest including their CVs this should be delivered to the address below latest 20th April 2018 at 5:00 pm. [to: icPARexams@icparwanda.com](mailto:icPARexams@icparwanda.com)