

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 a new strategic plan 2022 - 2026 which aims to boost the number of professional accountants in the country. ICPAR announces the following position which will support the implementation of its five-year strategic plan:

1. PRINCIPAL EXAMINERS (2)

1.1 Job Purpose:

The principal examination officer is a key person in the Education Development Service Department and will facilitate ICPAR examination unit to achieve its critical goal of ensuring high quality examinations for Certified Accounting Technician and/ or Certified Public Accountant qualifications.

1.2 Key Responsibilities:

The following are key roles of Principal Examiners at the Institute:

- Plan, identify and ensure sufficient examination logistics are in place before any examination sitting;
- Set examination centers' standards to the level acceptable by ICPAR and International Education Standards board and ensure that the available examination centers are adequate to accommodate CAT and CPA examinations;
- Establish an environment that ensures proper and efficient security and storage of examinations;
- Plan and expedite examination setting, moderation, marking and release of results for ICPAR Qualifications;
- Liaise with universities, TVETs and other Higher Learning institutions to promote ICPAR Qualifications;
- With support from examination team, actively participate and lead increased enrolment of students;
- Identify any need of updating the curricula and its associated learning materials;
- Actively Participate in the development and review of Curricula and learning materials of ICPAR qualifications;
- Participate in the accreditation process of tuition providers, Universities and TVET colleges and ensure relevant support is provided to enhance the quality of tuition;
- Set exams in line with ICPAR approved syllabus and ensure the compliance of International Educational Standards (IESs) and other relevant standards that govern professional examinations;
- Work and liaise with Tuition providers and sponsors and reconcile their student numbers;

- Conduct Tracer and employer satisfactory surveys to ensure relevance of ICPAR qualifications;
- Keep and update of database of examiners, markers, moderators;
- Work closely with the line manager to develop a highly competent examination team that strive to achieve departmental and Institute's mandates;
- Perform any other duty as may be assigned to you from time to time.

1.3 Qualifications:

- Professional certificate like CPA, ACCA or any other equivalent qualification recognized by IFAC with substantial relevant experience in relatively similar work (E);
- Certified Accounting Technicians or Diploma with a significant professional experience at least five years such as training/Coaching, exam setting, marking and learning material development (Essential);
- Bachelor's degree in any of Finance, Accounting, Economics, Business or education or any other related academic qualifications. (Desirable);
- Active Membership to any professional accountancy organization (Desirable);
- At least a minimum of two years' experience as a lecturer, in setting and marking of examinations, curricula and learning materials review or in training of professional examinations;
- Experience working with and advanced knowledge of the accountancy profession in Rwanda or professional accountancy organizations' (PAOs) setting;
- Demonstrates high level of literacy, numeracy and analytical skills;
- Knowledge of administrative processes and ability to create procedures that improve and support delivery of examinations;
- Knowledge in students' management;
- Experience working and using student and examination management system/software.

2. PUBLIC RELATIONS OFFICER (1)

2.1 Job Purpose:

The main objective of this assignment is to recruit a public relations officer to strengthen and enhance the Institute's visibility, credibility, and engagement with its stakeholders. Specifically, this role aims to support ICPAR's mission to promote and regulate the accountancy profession in Rwanda, improve its image, and foster stronger connections with local, regional, and global audiences.

2.2 Key Responsibilities:

The Public Relations Officer will be responsible for providing a wide range of services, including but not limited to the following:

- a. **Communication Strategy Development:** Develop and implement a comprehensive public relations strategy to enhance the Institute’s visibility and reputation through various media platforms.
- b. **Media Relations:** Establish and maintain relationships with local, regional, and national media outlets, and prepare press releases, media kits, and respond to media inquiries to promote ICPAR’s activities and initiatives.
- c. **Content Creation:** Write and edit articles, newsletters, and blogs that reflect the Institute’s mission and values, and manage content on ICPAR’s website and social media platforms to ensure consistency, engagement, and timely updates.
- d. **Stakeholder Engagement:** Foster relationships with key stakeholders, including government agencies, educational institutions, and professional organizations, coordinate outreach activities to engage members and the public in the Institute’s initiatives and programs.
- e. **Crisis Management:** Develop and implement crisis communication strategies to safeguard the Institute’s reputation, and serve as the point of contact for public relations crises, ensuring timely and appropriate responses.
- f. **Monitoring & Reporting:** Monitor media coverage and public perception of the Institute, providing regular reports to management, analyze and report on the effectiveness of communication strategies and campaigns, suggesting improvements as needed.

2.3 Personal Specifications:

2.3.1 Qualification:

- a. Education: Bachelor’s degree in Public Relations, Communications or Journalism
- b. Certifications: Professional certification in PR or communications (such as APR - Accredited in Public Relations, or similar) is advantageous.

2.3.2 Experience:

- a. Professional Experience: At least 1 year of experience in public relations, communications, or a related role.
- b. Experience in the financial, professional services, or educational sectors is beneficial.
- c. Media Relations: knowledge of working with media outlets & platforms and managing press coverage.
- d. Crisis Management: Experience handling PR crises or issues that require timely and effective communication.

2.3.3 Knowledge & Skills:

- a. Strategic Communication: Ability to develop, implement, and assess comprehensive communication strategies that align with organizational goals.

- b. Media Relations and Networking: Strong understanding of the media landscape in Rwanda and the region.
- c. Content Creation: Skilled in creating engaging content across formats, including articles, press releases, social media posts, and newsletters. Skills in design software would be an added plus.
- d. Digital Marketing: Familiarity with digital marketing principles, including SEO, social media management, and website content management.
- e. Analytical Skills: Ability to monitor and analyze PR metrics and effectiveness, providing insights on media coverage and public perception.
- f. Ability to innovate around how the Institute communicates to its stakeholders, members and students.

2.3.4 Attitudes:

- a. Professional Integrity: Commitment to ICPAR's values, ethics, and mission in promoting the accountancy profession.
- b. Open to continuous learning and working with limited supervision.
- c. Proactive and Solution-Oriented: Anticipates issues and addresses them with a proactive, solutions-driven approach.
- d. Adaptable and Resilient: Flexibility to handle unexpected challenges, particularly during crises or high-pressure situations.
- e. Strong Interpersonal Skills: Ability to communicate effectively with diverse audiences, including media, members, and stakeholders.
- f. Team Player: Works collaboratively with internal teams and fosters a cooperative, inclusive work environment.
- g. Attention to Detail: Maintains a high standard of accuracy in all communications and ensures consistency in messaging.

2.3.5 Working Relationships:

- Key members of the Strategy and Institutional Sustainability (SIS)
- Reports to the Brand and Communications Manager
- Regular communications with internal and external stakeholders
- Support to other departments

2.3.6 Benefits:

- Competitive salary
- Our relentless commitment to personal development and career growth
- Working with the best people to build a strong, relevant and sustainable accountancy profession that is at the heart of national development.

3. EXECUTIVE ASSISTANT (1)

3.1 Job Purpose:

The Executive Assistant will play a crucial role in providing high-level administrative support to the CEO and Executive Management and create a welcoming and professional experience for visitors, clients, and employees at the Institute. This role is critical in ensuring smooth daily operations, effective communication, and organized support for the executive team. The Executive Assistant will also act as a primary point of contact for internal and external stakeholders, upholding the Institute's professional standards and values in all interactions.

3.2 Key Responsibilities:

- Manage the CEO's calendar, including scheduling appointments, meetings, and events, while prioritizing and addressing time-sensitive matters;
- Welcome visitors warmly, assist with inquiries, and direct them to the appropriate staff or department. Maintain a professional and inviting reception area;
- Answer incoming calls promptly, screen and transfer calls, take accurate messages, and respond to general inquiries via email or phone;
- Prepare and organize materials for executive meetings, including agendas, presentations, reports, and follow-up documentation;
- Manage office supplies by ordering and restocking as needed. Coordinate with vendors for office maintenance and services;
- Attend important meetings as required, taking notes and providing summaries or actionable items as necessary;
- Serve as the primary point of contact for the CEO's office, handling inquiries, correspondence, and requests. Ensure effective and professional communication by notifying relevant staff as needed;
- Coordinate with internal departments and external stakeholders, including members, government agencies, and professional bodies, ensuring smooth communication on behalf of the executive office;
- Prepare and draft communications, memos, and reports, including confidential documents, for both internal and external use;
- Organize and coordinate internal and external events on behalf of the CEO, liaising with vendors and venues as necessary;
- Oversee guest logistics, invitations, agendas, and supporting documentation for events hosted or attended by the CEO and executive team;
- Organize and maintain both electronic and paper filing systems to ensure easy access to critical documents;
- Handle travel arrangements, accommodation, and logistics for executive meetings, conferences, and events, including international and national arrangements;
- Assist in budgeting and expense management by processing and tracking executive expenses, invoices, and reimbursements;

- Monitor and control access to the premises, issue visitor badges, and ensure compliance with security procedures;
- Assist in distributing internal and external communications, including memos, notices, and announcements;
- Perform any other assigned duties as required.

3.3 Personal qualifications:

3.3.1 Qualification:

- Bachelor's degree in any field,
- Minimum of 2 years in an executive assistant, project management role or similar administrative role, preferably within a professional association, accounting, finance, or consulting environment,
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), experience with project management software, and use of latest technologies.

3.3.2 Skills, Knowledge and Attitudes:

- Positive attitude, flexibility, teamwork, attention to detail, high degree of initiative required,
- Demonstrated ability to prioritize tasks, multitask effectively, and manage time efficiently in a fast-paced environment,
- Excellent written and verbal communication skills, with the ability to handle complex and confidential information professionally,
- High level of accuracy and detail orientation in managing schedules, documents, and communications,
- Strong sense of professionalism, discretion, and commitment to upholding the standards of the Institute,
- Excellent writing and speaking ability in English, French, and Kinyarwanda,
- Ability to build relationships with diverse internal and external stakeholders, demonstrating tact, diplomacy, and customer-service orientation,
- Proactive approach to identifying challenges and proposing effective solutions.

3.4 Benefits:

- Competitive salary
- Our relentless commitment to personal development and career growth.

1. HOW TO APPLY:

Interested candidates should send their applications, academic documents together with their CVs, giving full details of their age, qualifications, experience, present and expected remuneration, full contact details including day time telephone number, to: recruitment@icparwanda.com by 20th November 2024.



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Only shortlisted candidates will be contacted.
Preference will be given to Rwandan Nationals.