

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 recently launched its syllabi for both the Certified Public Accountants (CPA) and Certified Accounting Technicians (CAT) courses. Examinations will be sat in February, May, August and November each year. ICPAR now seeks to identify Invigilators for its forthcoming examination certification series.

1. INVIGILATORS:

1.1. Job purpose

The objective of this process is to identify and establish a pool of invigilators, 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.

1.2 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.

1.3. Working Relationships

- Support Education Development Services Department (EDS) in invigilating Examinations.
- Report to education Manager of the institute.
- Regular communications with examinations Officers of ICPAR during examination process.

2. HOW TO APPLY:

Interested candidates should submit their applications in one document including their motivation letter addressed to the Chief Executive Officer, CV specifying area of their specialization, work certificate, degrees and professional qualification.

This should be delivered to the address below on or before 20th February 2024 at 5:00 pm.
to: recruitment@icparwanda.com

Only shortlisted candidates will be contacted.