

**UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA**  
**OFFICE OF THE VICE CHANCELLOR/CABINET DU RECTEUR**

**CALL FOR APPLICATION**



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**EXPRESSION OF INTEREST FOR HIRING 3 ICPAR ACCREDITED TRAINERS  
AT UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA (UTAB)**

***1. Background***

University of Technology and Arts of Byumba (UTAB) is a private Higher Learning Institution located in Gicumbi District, Northern Province. Its mission is to provide quality higher education and community oriented research, to shape a skilled workforce in the domains of technology and arts, and to promote a culture of excellence and innovation for quality service delivery.

Currently UTAB has three operational faculties: Faculty of Social Sciences, Management and Development Studies (SSMDS), Faculty of Education and Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE).

***2.1. Vision of UTAB***

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

***2.2. Mission of UTAB***

The mission of UTAB is

- To provide quality higher education and community oriented research
- To shape a skilled workforce in domain of technology and arts
- To promote a culture of excellence and innovation for quality service delivery

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### ***3. Objectives of the call for application***

This call has the main objective and specific objectives as rooted in the UTAB's ICPAR ongoing partnership of being accredited Examination and training and its implementation.

#### ***3.1. Main objective***

To hire the 3 professional trainers accredited by ICPAR and who are able to train and coach learners of CPA & CAT programs in different modules at UTAB.

#### ***4. The main duties and responsibilities of ICPAR accredited trainer***

The hired candidate will perform the following duties and responsibilities:

- Model the values of the CPA (Certified Public Accountant) and CAT(Certified Accounting Technician) profession
- Preparation, supervision and marking of assignments and mock exams for CPA students for the purpose of evaluating regularly the students' performance.
- Ensure that students are given all necessary teaching materials, explanations of the modules, class lectures and presentations, exercises and all necessary information required to complete each CPA module description as per ICPAR designed course content
- Keep current on professional standards to ensure they are always adhered to
- Attend seminars and conferences
- Continuously work to improve written and oral communication
- Positively represent UTAB in the community in actions and participation in events, committees and organisations that are related to Accounting profession.
- Organise the modules revision sessions and correction of past papers for maximising the likelihood of students' success during the exam
- To conduct surveys on the changes and updates integrated in accounting policies, rules and regulations following international standards and principles such as IFRS (International Financial Reporting Standards), IASs (International Accounting standards) and GAAP (Generally Accepted Accounting Principles)
- Update the teaching materials with amendments regularly made by Accounting professional bodies such as ICPAR, ACCA and most importantly IFAC.

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### ***5. Characteristics of desired ICPAR accredited trainer candidate***

- Having professional certificate such as CPA or ACCA is a must
- Being a member of ICPAR is a must
- Having a valid ICPAR's accreditation of being CPA trainer is a must
- Having CPA coaching experience of 1 to 3 years would be an added value
- Having other teaching and training experience would be an added advantage
- A candidate must possess skills, competencies and qualities of teaching including lesson plan, preparation of efficient teaching materials following ICPAR course contents, delivering the course to learners in more active and participative method, providing enough exercises and tests to uplift the performance and success of learners in Final ICPAR exams.
- Having never convicted by the courts of justice any crime
- Excellent communication skills both verbal and written
- High organization with strong attention to details
- Great time management and problem-solving skills
- Being able and ready to start the job after being notified

### ***6. Duration of the assignment***

The assignment will have an open ended contract and the hired candidate will be working as a full time staff at UTAB especially in implementation of ICPAR-CPA and CAT programs.

### ***7. Selection procedure and criteria***

- All interested candidates will submit their sealed documents specifying academic qualifications, CPA certifications, experience and ICPAR accreditation of being trainer.
- All interested candidates should send an application letter which specifies their interest of being the trainer of CPA program at UTAB, why do they feel to be right candidates in those duties and responsibilities and which uniqueness do they possess,
- The candidates must also write a financial proposal mentioning their proposed monthly net salary and motivate why such amount should be the one to be paid to them as salary,
- The candidate should provide separately the statement of work design, teaching methodology, detailing the plan and picture of how he/she will perform his job at UTAB once hired.

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***While selecting the 3 winning candidates among others:***

- UTAB will analyse the authenticity and conviction provided by supporting documents related to Educational qualification and background, CPA qualification, ICPAR training qualification. This will weight 70%
- UTAB will analyse, the financial analysis in terms of salary proposed by candidate. This will weight 30%
- After making the completeness check and authenticity of the submitted documents, assessment of qualifications and experience as well as assessment of financial proposal, there will not be any other employment exam, the successful candidates will be notified and informed to be ready to sign employment contract of ICPAR trainer at UTAB not later than 15<sup>th</sup>/March/2024.

***8. Documents to be submitted***

1. Application letter addressed to the Vice Chancellor of UTAB,
2. Copy of valid ICPAR Membership,
3. Notarised copy of ICPAR Trainer accreditation certificate,
4. Written statement of financial proposal of expected net monthly salary and its statement of motivation,
5. Statement of work design/plan and Methodology expected to be used while coaching/Teaching CPA students at UTAB,
6. Copies of other possessed academic qualifications and professional certifications if any,
7. Copies of other related working experiences and certificates of services delivered if any,
8. Update CV

***9. Disclaimer***

UTAB serves the right to accept or reject any or all applications and to cancel the application process without incurring any liability. The University of Technology and Arts of Byumba (UTAB) looks forward to receiving the applications and working with an ICPAR accredited trainer who shares our commitment to quality service delivery and sustainable development



***10.Submission and deadline for application***

All interested candidates may submit their sealed application documents at UTAB front desk via the receptionist not later than Friday on **15<sup>th</sup>/March/2024 at 17h00**, the later applications not be considered .For any more clarification in case needed, you may contact the following Emails: **mevaluation@utab.ac.rw** or **dvcfa@utab.ac.rw** ,You can also use phone contacts: 0784646459/0788427004.

**Done at Byumba on 04<sup>th</sup> March 2024**

**Fr. Dr. MUNANA Gilbert, OP**



**Vice Chancellor of UTAB**