



## **INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)**

### **CAREER OPPORTUNITY**

#### **CAPACITY BUILDING AND CONTENT DEVELOPMENT MANAGER (GRADE 4)**

**JOB REF: EHC/1712/2022**

The Institute of Certified Public Accountants of Kenya (ICPAK) is the professional organization for Certified Public Accountants in Kenya established in 1978 and draws its mandate from the Accountants Act No. 15 of 2008. Since then, ICPAK has been dedicated to development and regulation of the accountancy profession in Kenya to enhance its contribution and that of its members to national economic growth and development. In its endeavor on institutional strengthening, ICPAK is seeking to recruit dynamic, self-driven and results oriented individual to fit in a team that will propel it to a World Class Professional Accountancy Institute.

#### **Job Summary:**

The Capacity Building and Content Development Manager shall head of the Capacity Building and Content Development department which has a primary duty to support the lifelong learning of professional accountants. Whilst providing learning and networking opportunities for members the department has a responsibility to generate revenue as per agreed targets. The Department will serve the members in a wholesome manner and offer a wide range of trainings targeted at improving the technical knowledge and expertise of members, their leadership attributes and achieving life work balance so that members contribute to society and live a life of significance.

#### **Job Profile:**

The Capacity Building and Content Development Manager shall report to the Director Standards and Technical Services and shall perform the following duties and responsibilities:

#### **Duties and Responsibilities:**

##### **1. Development of the CPD Curriculum**

Development of the CPD Calendar in a wide and consultative manner involving:

- (a) Research into the current trends and emerging issues in the accountancy profession globally and identifying areas for training.
- (b) Review of the local Kenyan context on matter be the legal, regulatory or industry trends that impact on the profession for inclusion in the CPD Calendar
- (c) Coordinating and sythensizing views from previous CPD calendar including review of members feedback, suggestions for areas of interest and inclusion of the same in the CPD Calendar.
- (d) Coordinating input from technical departments in the areas of compliance, Policies, Standards, practice review, disciplinary into the curriculum development process.
- (e) Oversee the CPD calendar development including sensitivity to unique branch and regional needs as well as overall harmonization to ensure effective use of resources and consistent quality of CPD events in the country.
- (f) Coordinate the review of the CPD calendar and support to the Director Standards and Technical Services in approval of the CPD calendar for implementation.

## **2. Delivery of CPD Programs for the benefit of members.**

The tasks and responsibilities involved include:

- a) Detailed development and review of training materials for use in the CPD events.
- b) Selection of facilitators with requisite skills and experiences to deliver trainings
- c) Assist in marketing of the CPD events to attract attendance as per set targets.
- d) Coordination of the other Institute functions and departments such as finance, and marketing in delivering on their direct roles in CPD events
- e) Coordinate the procurement of logistical and other arrangements needed to support facilitators and participants to have a pleasant experience in the training.
- f) Support content development on IFRS, Taxation and Auditing related events through reading and research to identify training, interpretation and application gaps
- g) Development and sending of website event information pack.
- h) Development of event programs
- i) Development of evaluation forms and speakers contracts
- j) Identifying, contacting and initiate the contracting process for facilitators for CPD events.
- k) Collection of training materials from facilitators
- l) Dispatching of training material to delegates.

### **Person Profile:**

#### **Qualifications and experience**

- Master's degree in Business related field (e.g. Accounting, Finance and Strategy) will be an added advantage.
- Bachelor's degree in finance, accounting or related fields.
- Professional qualifications: CPA or ACCA or Accounting qualifications recognized

internationally

- Certified Public Accountant (CPA) and a member of ICPAK in good standing
- 8 years of experience in Capacity Building Plans for Finance, Auditing, Accounting standards or related areas and exposure in their implementation
- At least 5 years management experience in leading and managing teams preferably in Finance, Accounting, Auditing, Budgeting, Compliance and Standards (Accounting and Auditing), Control and Reporting within a diverse, division-based entity.

**Key Competencies:**

- Experience in content development for trainings and development discourses
- Experience in paid-for trainings and consultancies
- Experience in networking and working with consultants

**Successful Candidates will be required to satisfy the requirements of Chapter six (6) of the Constitution of Kenya 2010 on successful recruitment which will include:**

- Certificate of good Conduct from the Directorate of Criminal Investigations (CID)
- Valid Tax Compliance Certificate from the Kenya revenue Authority (KRA)
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Clearance for the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

**How to Apply:**

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: [recruitment@eaglehr.co.ke](mailto:recruitment@eaglehr.co.ke)

Applications should be received on or before close of business on **Friday 22<sup>nd</sup> July 2022**

**ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.**

Only shortlisted candidates will be contacted.