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**CALL FOR EXPRESSIONS OF INTEREST (EOI)**  
**Part-Time Professional Trainer Opportunities**

**1. Background and Context**

The University of Rwanda – College of Business and Economics (UR-CBE), in collaboration with national, regional, and international professional bodies, is committed to developing highly competent business, accounting, and finance professionals who can contribute to Rwanda’s socio-economic transformation.

In response to the ongoing reforms in professional accounting education, including the competency-based CPA framework introduced by the Institute of Certified Public Accountants of Rwanda (ICPAR), and the Government of Rwanda’s results-based financing initiatives under the Ministry of Finance and Economic Planning (MINECOFIN), UR-CBE is expanding its pool of qualified and experienced professional trainers.

UR-CBE therefore invites Expressions of Interest (EOI) from qualified and motivated professionals, both Rwandan and international, to serve as Part-Time Trainers for the following professional programs:

- Certified Public Accountant Rwanda (CPA-R)
- Certified Accounting Technician Rwanda (CAT-R)

**2. Scope of Engagement and Key Responsibilities**

Selected trainers will support the delivery of CPA-R and CAT-R courses across UR campuses on a part-time basis, primarily during evenings and weekends, using learner-centered and competency-based teaching methodologies. Successful candidates will be expected to:

- **Deliver High-Quality Instruction:** Provide practical, industry-relevant, and competency-based training aligned with professional and market needs.
- **Manage Assigned Courses:** Prepare course materials, lesson plans, and deliver modules effectively in accordance with the approved academic schedule.



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- **Prepare Students for Professional Examinations:** Develop and administer practical exercises, mock examinations, case studies, and other assessment tools aimed at improving candidates' examination readiness and success rates.
- **Provide Mentorship and Coaching:** Offer academic guidance, professional mentorship, and ethical coaching to support learners' professional growth.
- **Uphold Professional Standards:** Maintain high standards of punctuality, professionalism, integrity, and consistent attendance throughout the training period.

### 3. Eligibility Requirements

Applicants must meet the following minimum requirements:

#### i. Academic and Professional Qualifications

- Hold at least a Bachelor's degree (Master's degree is an added advantage);
- Possess a fully completed professional qualification such as CPA or ACCA.

#### ii. Professional Experience

- Have a minimum of three (3) years of teaching or professional training experience in higher education or professional training institutions.

#### iii. Professional Membership

- Be an active member in good standing of a recognized professional accounting body (e.g., ICPAR).

#### iv. Core Competencies

- Demonstrate:
  - Strong instructional and facilitation skills;
  - Excellent communication and interpersonal abilities;
  - Professional integrity and ethical conduct.

#### v. Availability

- Be available to teach during evenings and weekends across UR campuses, with a primary focus on Huye Campus.

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**4. Application requirements**

**Option A: New Applicants**

- Interested candidates should submit the following documents:
  - A motivation letter expressing interest and suitability for the role;
  - An updated Curriculum Vitae (CV);
  - Certified copies of academic degrees and professional qualification certificates;
  - Valid proof of active membership in a recognized professional body;
  - ICPAR Training of Trainers (ToT) certificate (if available – considered an added advantage);
  - Any other relevant supporting documents or professional references.

**Option B: Existing Trainers in the UR-CBE Pool**

- Current CPA-R and CAT-R trainers who actively participated in recent training cycles are not required to submit a full application. However, they must submit an updated profile including:
  - An Expression of Interest (EOI) letter indicating continued availability and preferred papers/modules;
  - An updated Curriculum Vitae (CV);
  - Evidence of valid professional certification and good standing;
  - A brief statement (maximum one page) demonstrating readiness for competency-based teaching delivery;
  - Recent Continuing Professional Development (CPD) records;
  - ICPAR Training of Trainers (ToT) certificate, if available.

*Note: Failure to submit the required updated documents will be considered as lack of interest and may result in removal from the UR-CBE trainer database.*

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**5. Terms of engagement and remuneration**

- **Contract Type:** Successful candidates will be retained in the UR-CBE database of professional trainers and engaged on a part-time, need-based basis depending on program demand and student enrollment.
- **Duration:** The pool of qualified trainers shall remain valid for a period of three (3) years.
- **Academic policy:** If the candidate lacks an academic rank, the school will assign one based on existing policies.
- **Remuneration:** Trainers will be compensated in accordance with approved University of Rwanda hourly rates for part-time professional training programs.
- **Reporting:** Selected trainers will report directly to the Director of Lifelong Learning and Professional Development Programs at UR-CBE.

**6. Application Procedure and Deadline**

Applications should be submitted electronically via email to [j.c.ndibwirende2@ur.ac.rw](mailto:j.c.ndibwirende2@ur.ac.rw) with a mandatory copy to [j.m.v.niyonshuti@ur.ac.rw](mailto:j.m.v.niyonshuti@ur.ac.rw)

**Deadline for Submission: June 20, 2026 at 5:00 PM (Rwanda Time).** Late applications will not be considered.

*Qualified female professionals and practitioners with strong industry experience are strongly encouraged to apply.*

Done at Huye, on .....<sup>09</sup>.../06/2026

**Dr. Joseph NKURUNZIZA**  
Principal,  
College of Business and Economics (CBE)

