

## **CALL FOR APPLICATION FOR VALUATION TECHNICIANS**

Applications are invited from suitably qualified persons who will assist registered valuers in valuation of properties for all valuation purposes.

The following documents should be submitted to the office of IRPV, CHIC Building, 2<sup>nd</sup> Floor:

1. Notarized Ao degree certificate in Estate Management and Valuation, Civil Engineering, Pedology, Real estate economics, Quantity Surveying and Land Economics,
2. Application letter and Signed Curriculum vitae (CV)
3. Copy of ID or Passport
4. Recommendation letter from registered Valuer indicating that the applicant has the following organizational skills:
  - Problem solving identifying problems, gathering and analyzing appropriate data, arriving at a logical and/or appropriate conclusion
  - Negotiation Skills
  - Planning: Gather data, establish and manage a number of activities which are sequential or which overlap in time, establishing priorities, and evaluating the effectiveness of the plan.
  - Maintain a high level of confidentiality
5. Valid criminal Record Clearance Certificate
6. Proof of payment of 5,000 Rwf as application fee deposited at IRPV BANK ACCOUNT

**Attention: The Application letter should be addressed to the Chairperson of CPD and Membership committee/IRPV**

Closing date for submission of applications is on Friday **10<sup>th</sup> January, 2020**

We thank all applicants for their interest but only suitable applicants would be acknowledged. Details on **expected output, qualifications and experience are attached.**

**MINANI MARC**

**Representative of CPD and Membership committee/IRPV**

## **1. Background**

The Institute of Real Property Valuers in Rwanda (IRPV) was established by Law N° 17/2010 of 12/05/2010 establishing and organizing the real property valuation profession in Rwanda as published in Official Gazette n° 20 of 17/05/2010. The responsibilities of the Institute were set by the law as follows: 1 ° to analyze and find solutions to all problems related to the real property valuation profession; 2 ° to analyze and find solutions to all problems related to the conduct of real property valuers; 3 ° to exchange information relating to the real property valuation profession; 4 ° to promote the real property valuation profession in Rwanda and 5 ° to prepare regulations and guidelines governing the real property valuation profession. For fully fulfilling its major objectives, the Institute wishes to regulate and oversee every personnel in relation with Valuation practice under the territory. Hence, the policy to standardize valuation technicians is established. Therefore, all state holders are no longer allowed to welcome anyone without an official certification or official Card as Valuation technician or certified Valuer. Only Certified Valuation technicians are allowed to become envoys of certified Valuers.

## **2. Definition of Valuation Technician**

The Valuation Technician is a registered member of IRPV as Valuation Technician Who is responsible to assist the registered Valuer in practice of valuation endeavors and consultation services related to Real property valuation in Rwanda. He/she can be either a trainee member waiting for being certified Valuer or anyone who may decide to undertake his/ her valuation profession as Technician for determined period.

## **3. Responsibilities of Valuation Technician**

The Valuation technician responsibilities under supervision and guidance of professional registered Valuer are set as forth:

1. To assist Registered Valuers in the collection and analysis of data relating to properties and making assessments of the value of real estate.
2. Measuring and sketching properties

3. Preparing written reports in accordance with the acceptable valuation's format and international guidelines.
4. Assessing property value, taking into account size, condition, location and market trends
5. To obey IRPV laws and regulations.
6. Working under supervision of only IRPV registered Valuer.

#### **4. Criteria for valuation technician admission**

The Valuation technician should be:

1. Being Rwandan
2. Possession of a Bachelor's Degree in either of the following: Estate Management and Valuation, Civil Engineering, Pedology, Real estate economics, Quantity Surveying and Land Economics,
3. Ability to analyze and report on real estate data, related quantitative data sources, and able to propose client solutions based on data analysis.
4. Required to have extensive knowledge of real estate transactions.
5. Research and report writing skills
6. Clear criminal Record
7. Application fee equivalent to **5,000 Rwf**

#### **5. Application procedure**

The required application documents are:

7. Notarized Ao degree certificate
8. Application letter
9. Signed Curriculum vitae
10. Copy of ID or Passport
11. Recommendation letter from registered Valuer indicating that the applicant has the following Organizational Skills:

- Problem solving identifying problems, gathering and analyzing appropriate data, arriving at a logical and/or appropriate conclusion
  - Negotiation Skills
  - Planning: Gather data, establish and manage a number of activities which are sequential or which overlap in time, establishing priorities, and evaluating the effectiveness of the plan.
  - Maintain a high level of confidentiality
12. Clear criminal Record certificate
13. Proof of payment of 5,000 Rwf application fee deposited at IRPV BANK ACCOUNT
14. **Applications should be submitted to:**

**Attention: The Application letter addressed to the  
Chairperson of CPD and Membership  
committee/IRPV**

**OFFICE OF IRPV, CHIC BUILDING**

#### **6. Admission, certification and membership of Valuation Technician**

After careful application, the list of approved candidates shall be published at IRPV Website. For the rejected applicant, the official communication indicating the reason of dismissal shall be communicated also. The admitted technician, will receive:

1. The annual valuation technician practicing certificate;
2. The Valuation technician Card

The admitted valuation technician shall pay **10,000 Rwf** as Cost of valuation technician Card. Trainee members also will pay this fee

**Note: The IRPV trainee members will not apply; trainees will pay only 10,000 Rwf as a cost for valuation technician card. However, he decides to remain Valuation technician.**

## **7. Disciplinary and membership confiscation**

In case of poor practice or misconduct, the disciplinary committee shall take the measure depending on disciplinary policy. In case of exaggeration frauds and criminal, the disciplinary comity shall take the case to the competent public organs and cease the membership in case of court sentences.