



Detailed Job Description

The Environmental Investment Fund of Namibia (EIF), on behalf of the Namibian Ministry of Agriculture, Water and Forestry seeks the services of the following professional to support the implementation of the five- year project: *Improving rangeland and ecosystem management practices of smallholder farmers under conditions of climate change in Sesfontein, Fransfontein, and Warmquelle areas of the Republic of Namibia.*

Project Accountant (x1) 2018-2023

1. General Information

Job Code Title:	Project Accountant
Vacancy number:	003/2018
Type of Contract & Duration:	Service Contract for Five Years Months (subject to annual review)
Immediate Supervisor:	National Project Manager

2. Background

Climate change forecasts predict an increased length of the dry season in Kunene region, located in north-west Namibia. The most vulnerable populations - due to a predominantly drying climate - are small-scale and subsistence farmers, mostly women. The targeted Kunene region is one of the regions that are food-insecure, and have a long history of poverty, and suffer from high variability in rainfall and incidences of drought. Typically, residents depend on agriculture, mixed farming and agro-pastoral practices with the main economic activities being livestock production, and to some extent tourism.

Recent severe drought caused massive loss of animals including cattle in Kunene, which has substantially increased the risk of even further deterioration of livelihood and vulnerability of the people. To reduce the vulnerability of smallholder farmers, this project will address the impacts of increasing temperature and higher water evaporation on crop production and bush encroachment on land and livestock productivity. It will increase the efficiency with which rainfall is used to maintain agricultural and rangeland production. The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intended to:

- Promote investments in integrated drought early warning systems and improve the existing ones;
- Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and
- Support communities to undertake innovative adaptation actions that reinforce their resilience to drought

3. Project Implementation Arrangements

The Project will be implemented over a period of five years, officially commencing 01 October 2018 to June 2023. The Ministry of Agriculture, Water and Forestry (MAWF) is the executing entity of the project. Thus the administration of the project will be carried out by a Project Implementation Unit (PIU) under the overall guidance of the MAWF and EIF through the National Project Steering Committee. The PIU will be led by the Project Manager, who will be responsible for ensuring that the project is fully managed and implemented in accordance with its objective.

4. Role and Responsibilities

Reporting to the National Project Manager, the Project Accountant will provide oversight of the financial disbursement process. Furthermore he/she will:

- Assist the Project Manager and Regional Technical Officer in preparation of disbursement plans in accordance with the budget;
- Prepare quarterly financial forecasts and requests for advancement of funds;
- In-coordination with the EIF office, to review and revise the project budget when required;
- Review, arrange payment and record all the project expenditure's vouchers in accordance with financial regulations of the EIF and the Green Climate Fund;
- Summarize project expenses and prepare periodic and ad hoc financial reports required by the Project Steering Committee and other relevant agencies;
- Carry out procedures regarding VAT and personal income taxes including claims;
- File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required;
- Provide guidance and update other project staff at the PIU on financial and accounting procedures and regulations;
- Prepare procurement plan for all project assets;
- Draft TORs, bidding documents for all project tender packages with suppliers in consultation with the Environmental Investment Fund of Namibia;
- Participate in the procedures regarding procurement, bid evaluation and selection in accordance with the Environmental Investment Fund of Namibia policy; and
- Advise relevant persons on financial aspects of the bids

5. Work Arrangements

The Project Accountant will be employed by MAWF on a full-time basis for the duration of the Project, starting in 2018 and ending in 2023. S/he will be housed in the Implementation Unit, which will provide office space and equipment as necessary to implement his/her responsibilities. **The duty station will be in Windhoek, Namibia, at the Environmental Investment Fund of Namibia.**

6. Reporting

The Project Accountant will report day-to-day activities to the Project Manager within the Implementation Unit. S/he will also report to the Project Steering Committee and provide advice as stipulated in the TORs. S/he will further take part in the participatory M&E sessions of the project interventions.

7. Required Qualifications and experience

- Namibian National;
- Bachelor degree in either accounting, finance, business administration, economics or related field;
- At least 3 years working experience in accounting and finance, preferably in large government or non-government organizations is required;
- Extensive knowledge of procurement and administration;
- Familiarity and application of accounting software and systems, knowledge of SAGE X3 will be an advantage;
- Proficiency in written and oral English is highly desirable;
- Previous working experience at national execution of international funded projects is an asset;
- Ability to carry out his/her work in an organised manner;

- Proven ability to work both independently and in a team; and
- Demonstrated interpersonal communication skills.

For inquiries, please contact the Human Resource Officer at LTimbo@eif.org.na or recruitment@eif.org.na or call 061 4317700

All applications, clearly indicating project vacancy applied for, should be delivered / sent to:

Environmental Investment Fund of Namibia
PO Box 28 156
Auas Valley
Windhoek
Namibia

or

Environmental Investment Fund of Namibia
Capital Center Building, 2nd Floor
Independence Avenue
Windhoek
Namibia

Closing date: 16:00, Friday, 21 September 2018

No faxed applications shall be considered and only short-listed candidates will be contacted.