



## Job description

Accountant: CBNRM EDA Project Management Unit

---

The Environmental Investment Fund of Namibia (EIF), seeks the services of the following professional to support the implementation of the five-year Green Climate Fund (GCF)-funded project titled: “**Empower to Adapt: Creating Climate Change Resilient Livelihoods through CBNRM in Namibia with EIF**”.

### 1. General Information

Job Code Title:	Project Accountant
Vacancy number:	007/2017
Type of Contract & Duration:	Service Contract for Five Years (subject to annual review)
Immediate Supervisor:	CBNRM EDA Project Manager

### 2. Background

The Environmental Investment Fund (EIF) of Namibia is an environmental financing entity set up under the Environmental Investment Fund Act of 2001, with the express purpose of raising financial resources for direct investment in environmental protection and natural resource management activities and projects.

The EIF secured grant funding from the GCF - a unique global fund, established within the rubric of the UN Framework Convention on Climate Change (UNFCCC), as a response to global climate change. The funding has been secured under GCF’s Enhanced Direct Access (EDA) modality. The envisaged project (**CBNRM EDA Project, in short**) essentially establishes “a pot of grant funding” exclusively earmarked for investment in Namibia’s community-based natural resources management (CBNRM) programme through communal area conservancies and community forests.

While recognizing the immense contributions the CBNRM program makes towards ecosystem conservation and rural development in the communal areas of Namibia, the envisaged project realizes that such successes are being threatened by climate change. For this reason, the proposed project seeks to capitalize on the strong institutional foundation of communal conservancies and community forests to deliver local-level climate actions and thereby increase resilience towards climate change. The project will run over five years.

The EIF, under this GCF funding, intends to establish a Project Management Unit (PMU) to oversee the implementation of the project. The PMU will comprise of four (4) contract staff members i.e. Project Manager, Grants Support Officer, Project Accountant and Monitoring & Evaluation/Environment & Social Safeguards Officer. **These terms of references (ToRs) are for the Project Accountant.**

### 3. Project Implementation Arrangements

The CBNRM EDA Project will be implemented over a period of five (5) years, officially commencing on 15<sup>th</sup> March 2017 and running out on 31<sup>st</sup> June 2022. The EIF is the implementing entity of the CBNRM EDA Project and will host the PMU while the respective successful CBNRM CBOs will execute various grants on the ground. The PMU will carry out the administration of the project under the overall guidance and the auspices of the multi-stakeholder Project Steering Committee chaired by the Ministry of Environment and Tourism (MET) in its capacity as the GCF Nationally-Designated Authority (NDA).

#### **4. Roles and responsibilities of the Accountant**

Reporting to the Project Manager, the Project Accountant is responsible for maintaining financial, accounting and grant support services in order to meet the needs of the project and the donor. The incumbent is further responsible for preparing financial statements, maintaining financial controls, providing financial reporting and analysis in support of the Project Manager. The position is also responsible for the operations of post-award grant administration and related accounting duties. The Project Accountant will focus heavily on budgeting, compliance, reporting and variance analysis functions.

Specifically, he/she will:

##### **a) Project Accounting:**

- Assist the Project Manager 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 Finance Directorate, review and revise the project budget on a quarterly basis or 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;
- Maintain up to date records on project expenses and prepare periodic financial reports, monthly, quarterly and annual as well as on ad hoc basis as may be required by the Project Steering Committee and other relevant agencies;
- Manage and maintain procedures regarding VAT and personal income tax payments and claims;
- Maintain meticulous filing regime for all financial documents in a state of readiness for routine audits and financial inspections as required;
- Prepare for annual or mandatory audits and support auditors as required;
- Provide guidance and train PMU staff members on financial and accounting procedures and regulations;
- Prepare project procurement plans for all project assets in accordance with the EIF Procurement policies and guidelines;
- Draft TORs and develop bidding documents for all project procurement in consultation with the Environmental Investment Fund of Namibia;
- Participate in procurement processes e.g. bid evaluation and selection in accordance with the Environmental Investment Fund of Namibia Procurement Policy; and
- Advise relevant persons on financial aspects of the bids.

##### **b) Grant accounting**

- Load approved grantee budgets on the computerized accounting system and manage such budget on the system;
- Review disbursement requests and facilitate actual payments in collaboration with EIF Finance Directorate;
- Review and reconcile grantee expense reports and communicate discrepancies and variances with Grants Support Officer and Project Manager;
- Maintain up to date expenditure information both on individual grants as well as the entire portfolio and generate reports as required;
- Review grantee requests for budget amendment and provide advise;
- Provide training and workshops to grantees requisite financial management, accounting, asset management and reporting requirements;

- Maintain grant contracts in safe custody and up-to-date;
- Facilitate procurement support for grantees where needed; and
- Participate in grant closeout procedures.

### 5. Work Arrangements

The Project Accountant will be employed by EIF on a full-time basis for the duration of the CBNRM EDA project, starting in 2017 and ending in 2022. S/he will be housed at the EIF Head Office.

### 6. Reporting

The Project Accountant will report day-to-day activities to the CBNRM EDA Project Manager.

### 7. Required Qualifications and experience

- Namibian citizen;
- Bachelor degree in either accounting, finance or related field;
- At least 5 years working experience in accounting and finance, preferably in large government or non-governmental 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 organized manner;
- Proven ability to work both independently and in a team; and
- Good interpersonal communication skills.

For inquiries, please contact Ms. Lizl Timbo, the Head of Human Resources at [recruitment@eifnamibia.com](mailto:recruitment@eifnamibia.com) or call 061 4317700

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

Environmental Investment Fund of Namibia	or	Environmental Investment Fund of Namibia
PO Box 28 156		Capital Center Building, 2nd Floor
Auas Valley		Independence Avenue
Windhoek		Windhoek
Namibia		Namibia

Or email to [recruitment@eifnamibia.com](mailto:recruitment@eifnamibia.com)

Closing date: **16:00, Wednesday, 15<sup>th</sup> February 2017**

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