



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 (IREMA) in Sesfontein, Fransfontein, and Warmquelle areas of the Republic of Namibia.*

Project Accountant (x1)
2019-2023
IREMA Kunene Project

1. General Information

Job Code Title: Project Accountant
Vacancy number:
Type of Contract & Duration: Service Contract for 24 months (subject to annual review)
Immediate Supervisor: IREMA Kunene Project : 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:

- a) Promote investments in integrated drought early warning systems and improve the existing ones;
- b) Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and
- c) 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 commenced March 2019 to March 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 National 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 monthly and quarterly financial forecasts and requests for advancement of funds;
- In-coordination with the EIF Finance Department, review and revise the project budget when required;
- Review, arrange payment and record all the project expenditure vouchers in accordance with financial regulations of the EIF and the Green Climate Fund;
- Prepare project's summaries/reports on a monthly basis for EIF's Project Support Team as well as ad hoc financial reports as required by the Project Steering Committee and EIF Board of Directors and/or 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;
- Verify budget/funds availability for all project procurements before commitments are made
- 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 (in support capacity);
- Familiarize her/himself thoroughly with GCF financial requirements as well as project's Funded Activity Agreement and all its binding annexures and ensure full compliance.
- Ensure compliance with all relevant EIF Policies (Financial Policy and its Procedures Manual as well as Procurement Policy), and
- Advise relevant persons on financial aspects of the bids

5. Work Arrangements

The Project Accountant will be employed by EIF/ MAWF on a full-time basis for the duration of the Project, 2019 to 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 National 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 and
- Ability to carry out his/her work in an organized manner.

