

REPUBLIQUE CENTRAFRICAINE

**MINISTRE DE L'ENVIRONNEMENT,
ET DU DEVELOPPEMENT DURABLE**

COORDINATION NATIONALE DU
PROJET FEM 8 BASSE-LOBAYE



JOB DESCRIPTION

Position title: Finance and Administration Officer

Reports to: The Chief Technical Advisor

Technical / Dotted Reporting Manager(s): National Project Coordinator and UNEP GEF Agency

Supervises: Accountant and logistic Assistant, Drivers and other support staff

Location: Bangui

Project title: “Integrated Community-based Management of High Value Forest Ecosystems in Southwestern Central African Republic, to safeguard globally outstanding biodiversity, carbon stock and ecosystem services from key threats, particularly unsustainable land use practices”.

Project objective: This project aims to safeguard globally significant biodiversity of high value ecosystems, from unsustainable resource use, as a result of effective government enabling capacity, community participation and resilient green livelihoods.

Project executing organization: The Ministry of Environment and Sustainable Development (MESD).

GEF PROJECT ID N°: 11246

Duration of project: 72 months

Geographical location: Central African Republic.

I. Mission of the project:

The project ‘Integrated Community-based Management of High Value Forest Ecosystems in Southwestern Central African Republic, to safeguard globally outstanding biodiversity, carbon stock and ecosystem services from key threats, particularly unsustainable land use

practices' to be implemented by the Ministry of Environment and Sustainable Development (MESD), is part of the Congo IP, along with six other country-based projects and one Regional Coordination Project. The IP is aimed at improving the conservation and effective governance of critical landscapes in the Congo Basin Tropical Rainforest Biome. The Congo IP is in turn part of a broader GEF8 initiative titled "The Amazon, Congo, and Critical Forest Biomes Integrated Program", aimed at conserving intact rainforests across the globe.

The focus of the GEF 8 project in the Central African Republic (CAR) is on the Basse-Lobaye Forest landscape, one of the last intact forests in the country. It is drained by the Ubangi watershed and hosts globally significant biodiversity. Its ecosystems are vital for local and national economies and essential to the livelihoods of indigenous peoples, and other rural communities through NTFPs, carbon sequestration, and more. The global environmental problem that this project seeks to address is the threat to landscape's biodiversity and productive landscapes from (i) deforestation and forest degradation, unsustainable use of natural resource, (ii) land degradation, (iii) climate change, (iv) and poor water resource governance, leading to watershed degradation, biodiversity loss, habitat loss and fragmentation, soil erosion, and reduced water quality. These impacts reduce people's access to productive landscapes and ecosystem services, and have serious implications for agriculture, food security, health of the livelihoods of indigenous people and other rural communities, thereby creating a negative feedback loop. The general lack of economic alternatives and population growth projected over the next 20 years will create great pressures to clear forests. Meanwhile, changes in rainfall patterns and increased frequency of extreme weather events due to climate change will exacerbate water management challenges, leading to more frequent floods and droughts, complicating water governance efforts. Addressing these challenges requires an integrated approach involving all stakeholders, including governments, Indigenous peoples, local communities, and international organizations.

In this context, the project's objective is to safeguard globally significant biodiversity of high value ecosystems, from unsustainable resource use, as a result of effective government enabling capacity, community participation and resilient green livelihoods. To achieve this, the project's success is dependent on a transformational approach aimed at supporting a shift away from unsustainable practices to those which promote widespread adoption of sustainable practices, while at the same time ensuring ecosystem health and biodiversity conservation. This will be achieved through the following components: (i) Enabling framework for safeguarding biodiversity, promoting SFM, combating land degradation, and securing a nature-based economy, which will also provide the enabling environment to enhance the development of science-based transboundary river basin management tools and approaches; (ii) Conservation of Key biodiversity areas and ecosystem services, sustainable use of natural resource, enabled through application of Biodiversity-positive carbon credits and nature certificates, natural capital accounting (NCA), PES, and OECMs; (iii) IPLCs livelihoods improvements through green enterprises and market systems with private sector; and (iv) Knowledge management, stakeholder coordination, M&E and gender mainstreaming.

Global Environmental Benefits (GEBs) that will be delivered through the project include: 49, 098, 753 tCO₂-e of GHG emissions mitigated; 18,200 ha of terrestrial protected areas under improved management; 30,000 ha of degraded lands under ecological restoration, 200,000 ha of farmlands under improved production practices. The project will benefit 5,000 people, with a focus on gender equality, and it is foreseen that women benefitting from the project will constitute 50% of this total.

II. Major Functions:

The Finance and Administrative expert will be in charge of daily financial management of the project. He/she shall also provide support on the procurement procedures.

The Finance and Administrative expert will be recruited jointly by both the Executing Agency (MESD) and the UNEP.

The Finance and Administrative expert will be responsible for effective management of financial and administrative aspects of program assets and financial resources; providing support in preparing quarterly and annual financial reports.

The Financial Officer provides project administration and financial support to the Project Management Unit. Specific tasks would include:

Ensure effective and high-quality support on programme administrative and financial management

- Contribute to day-to-day support for the programme implementation and ensure conformity to expected results, outputs, objectives, and work-plans;
- Ensure effective local purchases in line with applicable international standard procurement procedures;
- Maintain programme accounts;
- Provide necessary financial information as and when required for project management decisions;
- Review annual budgets and project expenditure reports, and notify the Project Director / Coordinator if there are any discrepancies or issues;
- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project National Coordinator, and the CTA;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and Government financial rules and procedures;
- Validate and certify applicable forms before submission to the executing agency;
- Establish and maintain the electronic and physical filing system for programme documentation and communication;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;

- Prepare and update proper programme documentation/records and ensure that the documents are prepared and ready for audit;
- Provide support in preparing quarterly and annual financial reports.
- Ensure effective management of financial and administrative aspects of programme assets and financial resources to meet satisfactory outcomes of the annual audit of the project; and
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.

Effective support to programme implementation

- Prepare budget for workshops and meetings;
- Arrange for travel for programme staff and meeting participants;
- Facilitate the organization of workshops and training programmes;
- Make arrangements and prepare the necessary documentation for all payments for activities under the programme;
- Prepare the requisite accountabilities for the programme funds (prepare cash advance statements and quarterly expenditure accounts);
- Prepare work plans and budgets for all programme activities;
- Compile the financial documentation to be submitted regularly;
- Ensure proper records and filing of the programme;
- Liaise very closely with the executing agency's desk manager / associates to ensure the effectiveness of administrative and financial management in accordance with applicable international standard rules and regulations; and
- Maintain the registers for inventory of non-expendable equipment and ensure that the equipment is safe and in proper working conditions.

Others: Execute any other activities in relation to his/her function as requested by National Coordinator, the CTA, or UNEP.

III. Qualifications and Skills

- At least 5 years of professional experience. Relevant degree in administration, accounting, finance or related field. Knowledgeable on environmental topics. Meticulous, organized, systematic but results-oriented and with a strong ability to structure information and data
- Solid experience of budgeting, planning, and reporting on a donor-funded project. Ideally some exposure to GEF and/or UNEP;
- Knowledge in administrative and accounting procedures of the Government;
- Good computer skills in common word processing (MS Word), UMOJA, spreadsheet (MS Excel), and accounting software;
- Fluent in French and English;

IV. Values & Behaviors:

- *Aligns and identifies with the core values of the Government of the Central African Republic and the UNEP Agency: Integrity, Assiduity, Respect and high sense of Collaboration.*
- *Demonstrating behaviors: listen deeply, collaborate openly and innovate without limits.*
- *Acts with highest integrity, accountability, and transparency.*

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to project needs.

Interested candidates should submit their application, including a cover letter and CV, to the following email addresses:

(i) Lamba Barthelemy, GEF Operational Focal Point and National Project Coordinator;

Email: lamba.bath@yahoo.com

(ii) With a copy to:

André Toham, UNEP/GEF Task Manager

Email: andre.toham@un.org

Only shortlisted candidates will be contacted for an interview.

Date:

Approved by: