

REPUBLIQUE CENTRAFRICAINE

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**MINISTRE DE L'ENVIRONNEMENT,  
ET DU DEVELOPPEMENT DURABLE**  
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COORDINATION NATIONALE DU  
PROJET FEM 8 BASSE-LOBAYE  
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## **JOB DESCRIPTION**

**Position title:** Accountant and logistics officer

**Reports to:** Finance and Administration Officer

**Technical / Dotted Reporting Manager(s):** National Project Coordinator (NPC), Chief Technical Advisor

**Supervises:** Support the Finance and Administrative Officer in the oversight and coordination of drivers.

**Duration:** Three (3) years renewable based on performance

**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 tCO<sub>2</sub>-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 Accountant corrects, processes and reconciles a wide variety of accounting documents such as invoices, program billings, employee reimbursements, cash receipts and vendor statements; review financial information; prepare and process documents to disburse funds, make deposits and prepare reports; prepare bank signatory updates, prepares consultant contracts and grants, compile and review information for accuracy; and maintain records.

## **III. Major Duties and Responsibilities:**

*He/she will be responsible, among others, for:*

- (i) The booking of transactions and work closely with the Finance and Administration officer for the smooth process of disbursements to partners and review of the financial reports. He/She is in charge of the day-to-day bookkeeping.*
- (ii) Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements;*
- (iii) Enter, update, and/or retrieve accounting data from automated systems;*
- (iv) Prepare financial reports (donors and Management) for the projects assigned to him/her;*
- (v) Determine content and assemble data in order to prepare monthly reports for review;*
- (vi) Verify and process employee expense claims;*
- (vii) File and/or remove records and reports;*
- (viii) Assist in the timely closing of monthly account by ensuring cash management, accounts payable and General Ledger data is up to date;*
- (ix) Draft consultancies contracts and grants and do proper follow up to ensure contract terms are respected;*
- (x) Assist in preparing cost recovery journals and upload in the Oracle system;*
- (xi) Perform assigned roles in the different tools (AP, GL, AGIS, UMOJA, etc.);*
- (xii) Prepare bank reconciliations and conduct analysis of general ledger accounts manually;*
- (xiii) Assign code to data;*
- (xiv) Monitor vendor advances and other receivables and ensure timely clearance of vendor outstanding items, taking corrective follow up actions where required;*
- (xv) Maintain proper control over various financial records such as commitments and expenditures against budgeted amounts; initiate actions related to the following: general financial information, travel payments, and procurement transactions;*
- (xvi) Provide assistance to all staff services such as travel, expense claims, document retrieval, etc;*
- (xvii) Perform other related duties as required.*

## **IV. Profile:**

### **• Required Qualifications:**

- BSc Degree in Accounting/finance or a related field and a professional accounting qualification;*
- At least three (3) years of progressively responsible professional experience in financial accounting, preferably in an international environment (NGO or Company);*
- Experience working with government and donors or a GEF Project shall be an added advantage;*
- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;*

- *Experience in using ERP (Enterprise Resource Planning) system is highly desirable.*

● **Required Skills and Competencies:**

- *Knowledge of automated accounting systems. Knowledge of UMOJA or Oracle would be an added advantage*
- *Knowledge of spreadsheets and database software;*
- *Knowledge of general record keeping and filing systems;*
- *Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes;*
- *Ability to reconcile and/or balance financial transactions and accounts;*
- *Ability to manage contracts and update bank signatories*
- *Ability to assist others in solving work problems;*
- *High ethics and a personal commitment to transparency and accountability;*

**V. Working Relationships:**

The Accountant will work closely with the Finance and Administrative officer. He/She will interact with project partners and other partner national governmental institutions, non-governmental organizations, academic institutions, specialists/ consultants and other stakeholders.

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.

**VI. 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](mailto:lamba.bath@yahoo.com)

**(ii) With a copy to:**

**André Toham, UNEP/GEF Task Manager**

Email: [andre.toham@un.org](mailto:andre.toham@un.org)

**Only shortlisted candidates will be contacted for an interview.**

**Date:**

**Approved by:**

