



## LARGE-SCALE ECOSYSTEM-BASED ADAPTATION PROJECT (EbA) - GAMBIA

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### JOB FRAMEWORK DESCRIPTION

#### I. GENERAL INFORMATION

**Project Title:** Large-scale Ecosystem-based adaptation Project in The Gambia: developing a climate-resilient, natural resource-based economy (EbA Project)

**Reporting to:** Finance Director

**Position Title:** Accounting Assistance

**Duration:** 12 months and renewable annually

**Expected Start Date:** Immediately after concluding Contract Agreement

#### I. GENERAL INFORMATION

**Project Title:** Large-scale Ecosystem-based adaptation in the Gambia: developing a climate-resilient, natural resource-based (Green) economy

**Post Title:** Accounting Assistant

**Duty Station:** KSMD

**Reporting to:** Finance Director

**Duration:** 1 Year contract and renewable

**Expected Start Date:** Immediately

#### II. BACKGROUND / PROJECT DESCRIPTION

The Government of the Gambia through the Ministry of Environment, Climate Change and Natural Resources received funding from the Green Climate Fund (GCF) to implement a Large-scale Ecosystem based Adaptation (EbA) project in the country over a period of six years (2017-2022). The EbA is a cost-effective and low-risk approach for building climate resilience of poor communities in Lower River, Central River and Upper River Regions by improving rural landscapes and sustainable management of Gambian natural resources in a commercial manner. The project will benefit Rural Gambian households within and adjacent to community-managed Forest Reserves and Conservation Areas. A total of 11,550 people will be reached directly with a target of 50% women. The anticipated results from this project include restoring 10,000 hectares of which 7000 hectares will be forest land (including conservation areas) and 3000 hectares agricultural.

The EbA project aims to build the resilience of poor rural communities and sectors in the face of climate change through the following approaches:

- I. Restoring degraded forests and agricultural landscapes with climate-resilient plant species that provide goods for consumption and/or sale

- II. Facilitating the establishment of commercially viable natural resource-based enterprises to be managed by community-based organizations.
- III. Policy support, institutional strengthening and knowledge generation to support large-scale implementation of EbA in The Gambia.

### **III. Project components**

The EbA project is divided into three main components expressed as output areas and described as follows:

**Output 1:** EbA interventions implemented in agricultural landscapes and degraded ecosystems to provide adaptation and commercial benefits for local communities, government and the private sector in The Gambia

**Output 2:** Technical support provided and infrastructural investments made to strengthen local and international markets using goods and services produced from climate-resilient natural resource base

**Output 3:** Institutional capacity of the Government of The Gambia strengthened and related policy promotion to support large-scale implementation of EbA in The Gambia

### **IV. Project objective**

The objective of the project is to build the climate-resilience of rural Gambian communities and facilitate the development of a sustainable natural resource-based economy by implementing large-scale EbA within and adjacent to agricultural lands, community-managed forest reserves and wildlife conservation areas.

### **V. Duties and Responsibilities**

The Accounting Assistant's tasks and responsibilities will include but not limited to the following: you will be responsible for handling routine accounting functions such as voucher preparation for vendors and suppliers once completed by procurement for necessary approvals. Your responsibilities also include the following:

- Handling routine accounting functions such as voucher preparation for vendors and suppliers once completed by procurement for necessary approvals
- Preparation of cheques and process documentations related to accounts payable, receivable and direct payment, allocating expenditure to specified budget accounts and operating petty cash.
- Advising payees of their processed payment and follow up for collection of receipts of these payments.
- Photocopying all relevant documentations for filing and sharing.
- Maintaining payee statement records for all suppliers/service providers.
- Follow-up on all the items emanating from any reconciliations (cash, bank, fuel and imprest) are effectively addressed.
- Maintaining inventory of records of project equipment and materials.
- Efficiently organizing, maintaining and safekeeping of files and filing system;
- Working with Admin Officer in the reconciliation of fuel against stock, including the monitoring of vehicles, motor cycle and generator logbooks.

- Carrying out any other duties that may reasonably or exceptionally be required to ensure smooth operation of the project's work, such as substituting for absent colleague etc after approval of the Finance Director.

## **VI. Competencies**

### **Core skills:**

- The ability to work independently and organize and prioritize tasks to meet deadlines.
- The ability to process all information with strict attention to accuracy.
- Good communication, problem solving and planning skills;
- Computer literacy with practical experience in Microsoft packages.
- Excellent written and oral communication skills in English
- Ability to speak at least two local languages
- Ability to write excellent (financial) reports
- Ability to carry out any other work-related duty assigned

### **Functional Competencies:**

- Proven capacity to handle multiple tasks and similar responsibilities simultaneously and under tight deadlines;
- Strong interpersonal and negotiating skills;
- Ability to work in a multicultural environment;
- Ability to work under pressure.

### **Qualifications and Experience**

- Bsc in Accountancy or AAT Technician
- At least 2 years of experience as an accountant or finance officer, ideally with a development project. Experience working with the government, donor or international organization is a plus.

Applications and CVs should be submitted in sealed envelopes clearly stating the position applied for and addressed to:

**The Project Manager  
Large-scale Ecosystem-Based Adaptation Project  
Fatou Golden Plaza, 2<sup>nd</sup> Floor  
Bertil Harding Highway  
Mile 7 Bakau.**

