VACANCY ANNOUNCEMENT

World Bank/IDA Supported IGAD-DRM Project

Terms of Reference of Project Accountant

POSITION: PROJECT ACCOUNTANT

1. Background Review as per Project Document

The IGAD region has been facing with recurrent disasters emanating from natural and human-made hazards and climate change & variability (drought is one of the most hazard-threat in the IGAD region). The IGAD region is one of the most affected areas in Africa due to recurrent occurrence of drought and climate variability affecting vulnerable communities. The IGAD Council of Ministers endorsed the regional Disaster Risk Management (DRM) Program in 2004 and tasked the Secretariat with its implementation. The Secretariat has taken important steps towards implementing the DRM Program and has made some progress towards advancing key objectives of the Program. Under IGAD’s oversight, Member States have developed adequate institutional and legal frameworks for DRR that incorporate policies, plans, and institutions for DRM. However, despite the progress made in some areas, gaps remain, hindering the full implementation of the I-DRMP, required for improved DRM capacity and coordination at the regional and national levels.

As recent as 2010 / 2011, the region was hit by the most severe drought in 60 years which led to famine and food insecurity affecting more than 13 million people in the region. This prompted the countries in the region to work together to address drought emergencies collectively. They organized a meeting at Summit level in Nairobi on 9 September 2011 and agreed on a number of measures, including the need to address drought emergencies at regional level. It was agreed that efforts should be made to participate in joint program planning and design at country and regional levels in order to coordinate financing instruments, under the coordination of IGAD and its Member States.

The IGAD and IGAD member countries already embarked on developing and implementing a region-wide program on disaster risk management and resilience. The World Bank, based on request from the IGAD Secretariat agreed to enter a Grant Agreement on “Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project”. The objective of the project is to strengthen the capacity of IGAD in providing policy advice and support to its Member States on disaster and climate risk management and promoting resilient development in the IGAD region.

IGAD secured grant valued US$ 4.5 million from World Bank for the project complementing disaster risk management in the IGAD member states. This fund is part of a larger program, which is an initiative of the Africa, Caribbean and Pacific (ACP) group of States financed by the European Union (EU) under the
EU-ACP Natural Disaster Reduction Program (EU-ACP NDRR Program). The ACP-EU cooperation program “Building Disaster Resilience to Natural Hazards in Sub-Saharan African Regions, Countries and Communities” Program, financed under the 10th European Development Fund (EDF), has the overall objective to strengthen the resilience of sub-Saharan African regions, countries and communities to the impacts of natural disasters, including the potential impacts of climate change, in order to reduce poverty and promote sustainable development.

The overall responsibility of IGAD/ICPAC is implementing the Project components and coordination of activities and harmonizing policies relevant to disaster risk management. Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project has three components:

(i) Strengthening the capacity of IGAD to lead the region’s DRM and CCA agenda and of IGAD Member States to implement DRM and CCA interventions to improve resilience to natural hazards,

(ii) Strengthening Disaster Risk Management and Climate Change Adaptation Coordination Capacity in the IGAD Region, and

(iii) Strengthening technical and implementation capacity of the ICPAC Disaster Risk Management Unit.

The IGAD Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project Coordination Unit is housed in IGAD Climate Prediction and Application Centre (ICPAC) Nairobi, Kenya. The overall coordination of financial management aspects of the project is the responsibility of ICPAC’s Financing and Accounting Officer. ICPAC is, therefore, looking to recruit a Project Accountant to provide support for the ICPAC’s Finance and Accounting Officer activities under Project who will be part of the Project Coordination team based at ICPAC, Nairobi, Kenya. This Terms of Reference outlines the objective; expected outputs; and the list of tasks; as well as the reporting, and qualification requirements for the assignment.

2. Objectives

The objective of the assignment is to increase the efficiency of the processing of accounting under IGAD/ICPAC’s Finance and Accounts Unit as well as to provide all the necessary support to the IGAD Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project Coordination Unit through the provision of high quality services.

3. Duties and Responsibilities:

The Duties and Responsibilities of Project Accountant include:

a) Processes accurately and promptly all accounting transactions in the coordination unit, including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.

b) Maintains a reconciled accounts at any given point in the Project Coordination Unit,

c) Keeps relevant documents and invoices systematically to fully support the accounts;

d) Performs monthly bank account reconciliation and reviews cash flow and replenishment needs of the Project Coordination Unit.

e) Prepare payment vouchers after careful verification of the supporting documents and prepare cheques against approved payment documents,

f) Effect timely payments and resolve accounting related issues of the Project;
g) Assist in the planning aspect and preparation of annual budget and ensure in the monitoring budget and expenses;
h) Ensure IGAD/ICPAC internal control procedures are adhered with;
i) Assist in the preparation of withdrawal applications of funds from the World Bank regularly following World Bank procedures;
j) Issue receipts/acknowledgements for funds received from the World Bank.
k) Prepare batches/input forms for approval and post it in the computer.
l) Reconcile the General Ledger and fund accounts.
m) Generate and Submit regular and ad-hoc financial reports to the ICPAC’s Finance and Accounts Unit.
n) Liaise with the Internal Auditor at the IGAD Secretariat through the Financing and Accounting Officer.
o) Analyze receivables and other suspense accounts for clearance on a quarterly basis.
p) Issue fuel coupons as per the instruction given by the Coordinator/Financing and Accounting Officer.
q) Maintain proper files and records for the following;
   • Payment vouchers and receipts copies.
   • Cheque book register for various bank accounts
   • Computer backup files as per the operating manual
   • Unused fuel coupons
   • Payroll files of the staff.
   • Up-to-date asset register.
r) Assist in the preparation of quarterly Interim Financial Reports (IFR) and the timely submission of the same to the head of Finance and accountants at ICPAC
s) Assist the head of Finance and Accountants at ICPAC in the preparation of annual financial reports.
t) Assist in the follow up of project advances and timely liquidation of advances
u) Assist in the project audit by external auditors as well as internal auditors
v) Perform other duties as may be assigned by the Director of ICPAC.

3. Responsibility

The Accountant will report to the Project Coordinator. Immediate Supervisor on technical matters will be the head of Financing and Accounts at ICPAC. The Head of Finance and Administration will also provide overall guidance on financial management matters.

4. Minimum Qualifications

a) Bachelor degree in finance management or Accounting from a recognized Institution,
b) Professional Accountancy Qualification CPA, ACCA from a recognized professional body,
c) A minimum of five years’ work experience in executing functions as accountant in international or regional organizations,
d) Knowledge and experiences of computerized accounting systems,
e) High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment,
f) Ability and willingness to deal sensitively and build effective working relations with clients and colleagues,
g) Familiarity with the World Bank Accounting and Procurement Guidelines is an added advantage,
h) Strong communication skill with ability to prepare, present and discuss findings in written and oral form, and
i) Demonstrated skill in computer application and use of software programs is an essential requirement.

5. Language Skills

Proficiency in English Language is required, and French language skill is an asset.

6. Functional Responsibility

Though the Project Accountant reports to the Project Coordinator, the Accountant will work closely with Finance and Accounting Officer at ICPAC who handles overall project financial management.

7. Duration

The duration of the assignment will be two (2) years with possible renewal.

8. Remuneration

As per IGAD Project salary scale and policy which is attractive based on applicant’s qualification and experience.

9. Work Station

IGAD Climate Prediction and Application Centre (ICPAC)
Kenya Meteorological Department Compound
Ngong Road, Dagoretti Corner
Nairobi, Kenya
P.O. Box 10304 GPO 100 Nairobi, Tel (+254) 20-3514426,
Email: director@icpac.net
Web site: www.icpac.net

10. How to apply

Send the following

1. Send your Application Letter,
2. Detailed Curriculum Vitae,
3. Scanned Copies of academic and work experience evidences

to the address above or by e-mail to the following address: ahussein@icpac.net -CC: jkubo@icpac.net not later than Monday 2nd May 2016 5:00 p.m.