

ToRs of the Accounter Secretary to the Project Management Unit

Background

The 4-year GEF project on Sustainable farming and critical habitat conservation to achieve biodiversity mainstreaming and protected areas management effectiveness in Western Cameroon - SUFACHAC aims to strengthen and expand the PA network of, and mainstream biodiversity conservation in, the Bakossi Banyang Mbo landscape through four main components:

Component 1: Critical wildlife habitat conservation through creation/strengthening of Protected areas
Component 2: Promotion of communities livelihood and biodiversity conservation through Integral Environmental and Social Management Plans (IESMP)
Component 3: Knowledge Management, monitoring and evaluation

Duties and responsibilities

The PMU Accounter Secretary (AS) will carry out the following duties:

1. Secretariat work
2. Facilitate communications with UNEP, national executing Agency, other executing partners and collaborative institutions.
3. Provide assistance to final editing of technical reports.
4. Provide assistance to editing of annual and progress reports.
5. Assist the project Coordinator in the preparation of the documentation for the Project Steering Committee and the PSC meetings.
6. Assist for follow-up of budget reporting and monitoring and evaluation databases.
7. Attend meetings and assist for organizational matters.
8. Perform other related duties as required.
9. In close collaboration with the Financial and Administrative Manager, the AS will ensure that every project transaction is carried out efficiently and in a timely manner. Specifically, She/he will assist the Financial and Administrative Manager for the financial side of all procurement and recruitment, travel arrangements, etc. She/he will assist the Financial and Administrative Manager in the financial management of the project via the Oracle system and prepare all budget revisions.
10. Keeping of accounts on project operations, Exploitation of the results of physical inventories and different audits, Monitoring of project funds disbursement, Monitoring of relationships with custodians of project funds and consolidation accounting entries.

Minimum requirements

Candidates should meet the following criteria:

- University degree (Bacc+2) in Secretary and Finance/Accounting/Audit/ Economy, or a similar field with a minimum of 2 years of experience in secretarial work, finance and budget and assistance to project manager.
- Minimum a secondary school education and a completed certificate in vocational training in Secretary and Finance/Accounting with a minimum of 5 years of experience in secretarial work, finance and budget and assistance to project manager.
- Working experiences in projects, notably environmental project. Progressive responsibilities in administration or accounting required at national or international level, with knowledge in project management.
- Experience in the use of Internet management systems. Experience in the use of computers and office software packages (MS Word, Excel, etc.) and extensive knowledge of spreadsheet and database software.
- Good oral and writing communication skills, excellent in oral and written French, English proficiency.

Selection criteria

Candidates will be assessed against the following criteria:

- Proficiency in Excel, Word, PowerPoint, MS Office.
- Proficiency in Oracle system
- Ability to work productively and harmoniously with people of different national and cultural backgrounds in a team environment.
- Flexibility and ability to work under pressure.
- Working knowledge in English is an advantage.
- Bilingual (French, English)

The PMU Accounter Secretary (AS) will be selected jointly by MINEPDED, UNEP and one representative of local organizations through a transparent and open selection process. The PMU Accounter Secretary will work under the direct supervision of the Financial and Administrative Manager and the general guidance of Project Director.

Additional information

Duty Station: Buea (South West Region)

Duration: Two years renewable

Funding: GEF Funds.