



Planning Institute of Jamaica

ACCOUNTANT

CLIMATE CHANGE ADAPTATION AND DISASTER RISK REDUCTION PROJECT

The Planning Institute of Jamaica seeks suitably qualified candidates to fill the position of Accountant – **Climate Change Adaptation and Disaster Risk Reduction Project**.

Scope of Work

The specific objective of this assignment is to provide support in the area of accounting to the project team. The Accountant will therefore be required to undertake activities as outlined below:

1. Maintain project-related records, including contracts
2. Review supplier invoices related to a project
3. Review payment vouchers for accuracy and conformity with project rules
4. Investigate project variances and submit variance reports to Supervisor
5. Prepare government reports and tax returns related to projects
6. Maintain inventory records and prepare asset registry
7. Project assets identified and tagged
8. Compile information for internal and external auditors, as required

Minimum Qualifications/Experience

- A BSc degree in Accounting, or an equivalent qualification, from a recognized institution
- Five years' experience as an accountant.
- A working knowledge of Government of Jamaica's procurement guidelines and procedures
- Proficiency in the use of Microsoft Office applications as well as Great Plains Accounting Software.

Knowledge and Skill Requirements

- Good interpersonal skills
- Good oral and written communication skills
- Effective time management and project management skills with the ability to make prudent decisions and operate effectively under pressure
- Well developed analytical skills with the ability to discern priorities, work accurately and cooperatively and pay attention to details
- Ability to work in a dynamic and constantly changing environment

Applications should be submitted no later than **February 10, 2012** addressed to:

The Human Resource Manager
Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Email: vacancies@pioj.gov.jm
Fax: 906-4615

We thank you for your expressions of interest, however, only short-listed applicants will be contacted.

PLEASE SEE TERMS OF REFERENCE BELOW

TERMS OF REFERENCE

ACCOUNTANT

CLIMATE CHANGE ADAPTATION AND DISASTER RISK REDUCTION PROJECT

1. BACKGROUND

Jamaica, like many small island developing states (SIDS), is highly vulnerable to climate change impacts. In general, the island is subject to the threat of tropical weather systems and faces direct threats from climate change because of its geographical location. Coastal areas in Jamaica are at the forefront of climate change impacts as they are directly affected by storm surges, physical development and sea level rise. With sea levels projected to rise by an average of 2 - 3mm per year during the first half of this century, the effects on the coastal areas will be severe, and include erosion and coastal land subsidence.

Under the aegis of the United Nations Framework Convention on Climate Change (UNFCCC), Jamaica finalised its First National Communication on Climate Change in 2002 and has drafted the Second National Communication which will lead to the formulation of a National Plan of Action for climate change. Both National Communications have identified the areas and sectors that are most vulnerable to the impacts of climate change as being human health, water resources, agriculture, tourism and the coastal zone. In response to the findings of the National Communications, the Government is pursuing a multi-sectoral approach to climate change adaptation and mitigation involving policies related to agriculture, forestry, land use, watershed, energy, biodiversity, and natural hazards. A number of priorities for climate change adaptation and mitigation have been identified by the GOJ. Among the priorities identified are:

- watershed management;
- forest resources management;
- water sector adaptation; and
- climate change awareness building.

The GOJ's efforts at building local adaptive capacity and resilience to climate change is being supported by a number of internationally funded initiatives, among them the Global Climate Change Alliance (GCCA) in ACP regions and countries. The GCCA programme is being financed under a €70 million envelope and additional funding that the European Commission has earmarked from the Environment and Natural Resources Thematic Programme (ENRTP). Other ACP countries to benefit under the GCCA are Vanuatu, Tanzania, Belize, Guyana, Mali, Madagascar, Mauritius, Mozambique, Rwanda, Senegal and Seychelles.

This project, entitled *Climate Change Adaptation and Disaster Risk Reduction*, is being financed by the European Union (EU) under the Global Climate Change Alliance (GCCA). It is being jointly managed by the United Nations Environment Programme (UNEP) Caribbean Environment Programme (CEP) office and the Planning Institute of Jamaica (PIOJ). The project will cover activities across several Ministries Departments and Agencies, *viz.*, National Environment and Planning Agency (NEPA); Forestry Department (FD); Environmental Management Division (Ministry of the Water, Land, Environment, and Climate Change); and Meteorological Services Jamaica. As such, the project has four points of activities implementation and one point of coordination.

This project is designed to contribute towards Jamaica's sustainable development goals as outlined in Vision 2030 Jamaica – National Development Plan. The plan is a long-term one that seeks to, among other things; ensure Jamaica has a healthy natural environment to reduce risks associated with hazards and to adapt to climate change.

2. PROJECT OBJECTIVES

The **main project objective** is to “increase resilience and reduce risks associated with natural hazards in vulnerable areas as adaptive measures to climate change, thereby contributing to the sustainable development of Jamaica”. This objective is being pursued to yield three principal results, namely;

- Rehabilitated watersheds through slope stabilization measures such as reforestation of denuded hillsides;
- Increased resilience of selected coastal areas against potential climate change impacts; and
- Climate change capacity building and awareness raising.

3. SCOPE OF WORK

The **specific objective** of this assignment is to provide support in the area of accounting to the project team. The Accountant will therefore be required to undertake activities as outlined below:

1. Maintain project-related records, including contracts
2. Review supplier invoices related to a project
3. Review payment vouchers for accuracy and conformity with project rules
4. Investigate project variances and submit variance reports to Supervisor
5. Prepare government reports and tax returns related to projects
6. Maintain inventory records and prepare asset registry
7. Project assets identified and tagged
8. Compile information for internal and external auditors, as required
9. Maintenance of the paper filing system for finance records and documents

4. DELIVERABLES

The following are deliverables expected from the Accountant.

- a) Monthly and quarterly Reports prepared
- b) Inventory Records Updated
- c) Asset Register updated and maintained

5. QUALIFICATION AND EXPERIENCE

The incumbent should possess:

- at minimum a Bachelor of Science degree in Accounting, or an equivalent qualification, from a recognized institution
- at least five years' experience as an accountant
- a working knowledge of Government of Jamaica's procurement guidelines and procedures
- proficiency in the use of Microsoft Office applications in addition to the Great Plains Accounting Software.

6. COMPETENCIES

- (i) Good interpersonal skills
- (ii) Good oral and written communication skills
- (iii) Working knowledge of financial rules and accounting regulations,
- (iv) Consistently approaches work with energy and a positive, constructive attitude

- (v) Effective time management and project management skills with the ability to make prudent decisions and operate effectively under pressure.
- (vi) Well developed analytical skills with the ability to discern priorities, work accurately and cooperatively and pay attention to details
- (vii) Ability to work in a dynamic and constantly changing environment

7. CHARACTERISTIC OF THE ASSIGNMENT

Duration: Maximum of 14 months
Place of Work: Planning Institute of Jamaica
Oxford Road, Kingston 5

8. REPORTING AND LOCATION

The Accounting Support Officer will be located within the Accounting Department which will be under the Corporate Services Division (CSD) of the Planning Institute of Jamaica. He/she will report to the Finance Manager.