

**UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**  
**GLOBAL ENVIRONMENT FACILITY (GEF)**  
**GOVERNMENT OF LESOTHO**

**VACANCY ANNOUNCEMENT**

**Project:** Reducing vulnerability from climate change in Foothills, lower Lowlands and lower Senqu Basin

**Post Title:** Administration and Finance Officer

**Type of appointment:** Service Contract, 1 year (with potential renewal)

**Project duration:** Five years June 2015-December 2020

**Reporting to:** Principal Secretary Ministry of Forestry, Range and Soil Conservation and UNDP (through the Focal Point on Energy and Environment)

**Duty station:** Maseru, Lesotho

**Background information:**

The integral functioning of Lesotho's mountainous ecosystems is vital not only to the livelihoods and welfare of its people, but for the delivery of ecosystem services and global environmental benefits to a large part of Southern Africa. The mountainous Kingdom is the source of rivers that reach the Atlantic Ocean in the west and supply an increasing proportion of the water consumed in South Africa's industrial heartland. Therefore, sustainable use and management of ecosystems in Lesotho is a vital ingredient of broader environmental wellbeing.

The UNDP Lesotho Country Office and the Government of Lesotho will for the next five years (2015-2020) implement a GEF-financed project "**Reducing vulnerability from climate change in Foothills, lower Lowlands and Senqu River**". The objective of the project is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks. The project will support the integration of climate change adaptation into national and sub-national land use planning and decision-making. By doing so, the project will reduce the vulnerability of local communities in the Foothills, Lowlands and the Lower Senqu River Basin to climate change through the implementation of climate-smart ecosystem rehabilitation and management measures. Project outcomes are intended to achieve the following:

- i. Promoting the efficient use of land resources by integrating climate risk considerations into land use planning and decision making;
- ii. Empowering rural communities with skills to maintain a balance between agricultural production and demands for non-agricultural land uses;

- iii. Strengthening the community-based management of natural resources and;
- iv. Addressing institutional and technical limitations

The project will be nationally implemented by the Ministry of Forestry, Range and Soil Conservation (MFRSC) as the Implementing Partner (IP). The IP will be accountable to the Government of Lesotho and the UNDP for the quality of project outcomes and the appropriate use of project resources, both when directly implementing project activities and when delegating others to do so.

**In light of this, UNDP and the Government of Lesotho require the services of a Project Administration and Finance Officer (PAFO) to form part of a Project Management Unit (PMU) responsible for the successful implementation of the above project.**

**Specific Tasks and Responsibilities:**

The Project Administration and Finance Officer will be responsible for coordinating administrative and financial elements of the project to ensure the project delivers against its work plan, on-time and on-budget. Specifically he/she will:

- Manage and ensure the day-to-day effective delivery of financial, administrative and operations services to the project team, for example: set up and maintain project files; manage and purchase stationary; manage a daily attendance list; manage leave forms and sick register; maintain contact details of all staff.
- Assist the Project Manager (PM) in the development and implementation of a comprehensive financial monitoring system for the project.
- Keep minutes of meetings and report these back to the Chief Technical Advisor (CTA)/PM.
- Develop and implement systems that improve the day-to-day operations of the office and field activities. Examples of this include, but are not limited to developing a monitoring system for the use of field and office equipment and conducting inventories of office and field equipment.
- Monitor the use of project funds, standardise the finance and accounting systems of the project while ensuring compliance with the government and UNDP financial and accounting procedures appropriate to project under National Execution (NEX).
- Comply and verify budget and accounting data by researching files, calculating costs and estimating anticipated expenditures from readily available information sources.
- Process all types of payment requests for settlement purposes, including quarterly advances to the partners upon joint review.
- Prepare status reports, progress reports and other financial reports.

- Prepare periodic accounting records by recording receipts; managing disbursements (ledgers, cashbooks, vouchers, etc.); reconciling data for recurring or financial special reports and assisting in the preparation of annual procurement plans.
- Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final revisions and support professional staff in preparing the terminal assessment reports.
- Assist in the timely issuance of contracts and the assurance of other eligible entitlements of the project personnel, experts, and consultants by preparing annual recruitment plans.
- Coordinate all internal and external communications coming through the office.
- Conduct other tasks as requested by the CTA/PM.
- Prepare revisions of the budget and assist in the preparation of the AWP.
- Assist in preparation of project audits and any other reviews or evaluations that may occur.
- Assist PM in drafting progress reports, letters and respond on behalf of the PM in a timely manner to any project-related queries and also collection project-related data.
- Proactively manage and monitor the project risks initially identified and maintain open channels of dialogue with Project Manager, flagging new risks and avoidance measures in a timely manner.
- Procure office equipment and furniture, ensuring that supply levels are adequate to allow other unit staff to adequately perform their job functions.

**Qualifications and Experience:**

- University degree in Business Administration, Economics, Finance, Accounting, Commerce or another related field.
- Knowledge of Microsoft Office ( e.g. Word, Excel, PowerPoint and Access) and web-reporting software applications.
- At least 3 years of work experience in administrative and financial office management including
- Good knowledge of budget control and principles of sound financial management of projects.
- Demonstrated ability to work with limited supervision, independently adjusting priorities and achieving results with agreed upon objectives.

- Strong interpersonal and communication skills including ability to work collegially in a team environment.
- Basic awareness of environmental issues in relation to ecosystems and climate change.
- Excellent speaking and writing skills in both English and Basotho.
- Experience working for international organisations is an asset.

Applications with comprehensive CVs, UN P11 form and names and contact details of three referees should be submitted to:

The Human Resources Department  
United Nations Development Programme (UNDP)  
3<sup>rd</sup> Floor, UN House  
P. O. Box 301  
Maseru 100

**Or**

E-mail to: [registry.ls@undp.org](mailto:registry.ls@undp.org)

**Closing date for applications: On or before 12<sup>th</sup> June 2015**


Please note that this vacancy is open only to Lesotho nationals.

Only short listed candidates will be responded to. Salary is negotiable and commensurate with work experience and qualifications.

**Approved by:**

**Name and Designation:** Limomane Peshoane - Climate Change Specialist

**Date:**.....28/05/2015.....

**Signature:**..........