



Environmental Protection Agency

Call for Expression of Interest To Provide Financial Management Support to the Enhancing Climate Information System for Resilient Development in Liberia (CIS)



Job Title:	Financial Management Specialist
Division/Department	Executive
Location	Monrovia
Expected Start Date:	December 1, 2023
Duration:	Three (3) years (renewable based performance)
Report to:	Project Coordinator

Background

The Government of Liberia through the Environmental Protection Agency in collaboration with the African Development Bank (AfDB) received funding from the Green Climate Fund (GCF) to implement the project (Enhancing Climate Information Systems for Resilient Development in Liberia) otherwise referred to as CIS Project. The objective of the project is to further strengthen Liberia's climate-related observing and monitoring capabilities, early warning and early action systems, and other environmental-related information systems. It seeks to drive a paradigm shift towards evidence-based climate-informed decision-making, planning, and response. The overarching goal of the project is to integrate green growth, environmental resilience, and adaptation into national development planning¹⁸ through effective climate information systems.

The project will reduce exposure of Liberia's communities, livelihoods, and infrastructure to climate-induced natural hazards through a well-functioning national Multi-Hazard Impact-Based Forecasting and Early Warning System (MHIBF-EWS). A well-functioning MH-IBF-EWS means having in place trained and equipped Liberia Meteorological Service (LMS), Liberia Hydrological Service (LHS), Environment Protection Agency (EPA), the National Disaster Management Agency (NDMA) to collect weather and climate data; introduce and maintain modelling, forecast weather events and provide early warnings; scale-up evidence-based climate-informed decision-making, planning, and response actions countrywide. Having these in place will lead to transformative change in climate risk reduction and management in Liberia. This new paradigm will focus on translating meteorological and hydrological hazards into the sector- and location-specific potential impacts for the development of sectoral responses to mitigate those impacts. The project's activities will further support the design, development and implementation of strategies and actions in the country that effectively address climate change adaptation and sustainable development needs.

The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. EPA is the Executing Entity and will head a Project Implementing Unit (PIU). The PIU will coordinate the implementation of the project, and will consist of three technical departments (Liberia Meteorological Service, Liberia Hydrological Service and National Disaster Management Agency), Project Coordinator and Project Staff. The role of the three technical department is to provide technical support to the PIU. The AfDB, as an Accredited Entity to the GCF will provide oversight and quality assurance support services to the CIS. The Project Implementation Unit (PIU) will assist the implementation of the Project with support from the EPA and AfDB. The PIU staff including project Coordinator, finance officer, meteorology, hydrology, aviation and M&E

specialists, will be hosted at the EPA and will report to the Executive Director/CEO of the EPA and the AfDB Country Office. The finance officer will provide financial management support to the project on a daily basis.

Objective

The Finance Officer primary responsibility is to provide assistance in financial management, as well as program, travel, human resources and general administrative support to the Project.

The Finance Officer will form part of the PIU staff and will work closely with the Meteorology, Hydrology, Aviation and M&E specialists, and support staff under the direct supervision of the Project Coordinator. The Finance Assistant will also engage closely the EPA, the Responsible Parties, the Inter-sectoral expert working group and other stakeholders involved in the implementation of the Project.

Duties and Responsibilities

Under the guidance and direction of the Executive Director/Chief Executive Officer of the EPA and the National Project Director and the supervision of the Project Coordinator, the Finance Officer shall perform the following duties and responsibilities:

(a) Project Administration:

- Maintain PIU staff attendance including recording of staff leave
- Assist in preparing annual reports/ project reports/ update project files
- Be responsible for day-to-day project correspondence / information sharing
- Organize regular and online meetings and act as the secretary to PIU and Project Technical Expert Working Group meetings
- Prepare first drafts of response to inquiries received by the PIU for action by the Project Coordinator;
- Provide logistical support to project activities and personnel including processing travel requests and collect travel reports; and
- Design and maintain proper filing and administrative system for the project documents;

(b) Project Financial Management:

- Ensure all financial transactions are in order; manage records i.e. file invoices, receipts, delivery orders and contracts;
- Track project expenditures and monitor the expenditure using all available analytic tools;
- Assist the Project Coordinator in keeping track of all contracts entered into related to the Project and ensure that renewals are made on time;
- Manage all project assets; and
- Prepare monthly financial (revenue and expenditure) reports on the activities of the Project.

Deliverables

The Financial Management Specialist will be expected to deliver:

- Effective project management and reporting on results and finances on a quarterly and annual basis to the EPA, the NCCSC and the AfDB as required
- Timely facilitation of decision-making processes for the Project
- Effective filing system is in place for all accounting & administrative records
- Implementation of project-related lessons, best practices and evaluation on the course of the Project

Required Competences

Education

- A Master's degree in Accounting or Finance with at least three (3) years of relevant industry experience; or Minimum Bachelor's degree in Accounting; Business Administration; or related disciplines with no less than five (5) years of relevant industry experience.
- A Certified Public Accountant certification or equivalent, is an added advantage.

Experience

- At least three (3) years in accounting, and finance, or related work with good knowledge of the application of IPSAS or IFRS.
- Proficiency in use of spreadsheets, word processing and computerized accounting systems.
- Excellent computer skills and knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets etc.
- Ability to write and communicate clearly and logically.
- Excellent spoken and written English.

OTHER SKILLS

- Excellent interpersonal communication and facilitation skills.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and problem-solving attitude.
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions.
- Ability to identify client needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in team management and collaboration.

IMPLEMENTATION ARRANGEMENTS

The Financial Management Specialist will be under the supervision of the Project Coordinator of the PIU.

SUBMISSION OF APPLICATIONS

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or through email (ptdoe@epa.gov.lr), indicating Finance Officer – CIS Closing date for applications is **4pm, November 15, 2023**. Any application received after this date will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.**

