



**Republic of Zambia**  
**MINISTRY OF NATIONAL DEVELOPMENT PLANNING**  
**REQUEST FOR APPLICATIONS**

**ENGAGEMENT FOR POSITION OF ASSISTANT ACCOUNTANT FOR THE  
ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT**

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**Project Name:** ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT (ZIFLP)

**Project No.** P161490

**Reference No.** MNDP/ZIFLP/CS/005/2020

### **1.0 BACKGROUND**

Zambia's natural resource base is under immense pressure from various development sectors, including mining, energy, infrastructure and agriculture. Some of the main drivers of deforestation emanate from these sectors. The mechanism for reducing deforestation and forest degradation (REDD+) presents an opportunity for Zambia to address deforestation in a comprehensive and integrated manner by involving identified sectors and key actors. As such, Zambia developed the National REDD+ Strategy focusing on tackling different drivers of deforestation in both the forestry and other identified key sectors in particular, agriculture, energy, mining and infrastructure. The Vision of this Strategy is to contribute to a prosperous climate change resilient economy by 2030, anchored upon sustainable management and utilization of the nation's natural resources towards improved livelihoods. The Ministry of National Development Planning therefore intends to employ an Assistant Accountant under Zambia Integrated Forest Landscape Project.

### **2.0 OBJECTIVE OF THE POSITION**

The Assistant Accountant to report to the Project Accountant will assist the Project Accountant in providing financial and accounting services to project and supporting management team in ensuring project resources are used with due attention to economy, efficiency and effectiveness.

### **3.0 RESPONSIBILITIES**

- To prepare and process accounting documents for payments to staff, suppliers, contractors, consultants and other service providers;
- To run bank errands and manage day-to-day transactions;

- To ensure timely conduct and finalization of audits of Project financial records, statements, and reports on a regular basis and providing information to the Accountant;
- To process and record project financial transactions in the financial management system and keep all ledgers and cashbooks up to date;
- To carry out reconciliations of accounting records/books such as bank reconciliations, fixed assets, stores/inventories, imprest, etc.
- To sensitize staff on the adherence to financial regulations in handling project finances and ensure adherence to the Public Finance Management Act, 2018 or as may be revised;
- To assist the Project Accountant in monitoring the various bank accounts opened in the district and in reviewing expenditure returns;
- Reviewing District financial reports for accuracy and meticulously tracing errors back to their source; and
- To undertake any other duties as may be assigned by Project Accountant

#### **4.0 QUALIFICATIONS AND EXPERIENCE**

- Full Association of Chartered Certified Accountants (ACCA), or Chartered Institute Management Accountants (CIMA) or Zambia Institute of Chartered Accountants (ZICA) professional or CA Zambia or any other related accounting professional qualification;
- Proof of a full Grade 12 Certificate or its equivalent;
- Member of the Zambia Institute of Chartered Accountants (ZICA)
- Three (3) years experience in Finance and Financial Reporting, experience working in a Donor-funded organization will be an added advantage;
- Knowledge of the World Bank financial management and disbursement guidelines is preferred;
- Excellent computer skills and be conversant in using accounting packages such as Pastel, SUN System, NAVISION, QuickBooks or similar Software;
- Self-starter and ability to work independently, pay careful attention to detail and manage multiple tasks in a fast-paced environment; and
- Should have strong written and oral communication skills and fluency in English

#### **5.0 SKILLS AND COMPETENCIES**

- Data Entry;

- Audit skills;
- Competent IT Skills;
- Strong Bookkeeping Skills;
- Understanding of Budgetary Principles;
- Proficiency with Microsoft Office Suite.

#### **6.0 DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months, renewable.

#### **7.0 METHOD OF APPLICATION:**

Sealed application letters with current curriculum vitae (CV) and copies of academic/professional qualifications must reach the undersigned not later than 25<sup>th</sup> September 2020 and must be delivered and deposited in the Tender Box located at Ministry of National Development Planning, Corner of John Mbita and Nationalist, P.O Box 30147 Lusaka. Alternatively send your application with all relevant information by email to: **info@ziflp.org.zm**

**The deadline for submission is Friday 25<sup>th</sup> September, 2020 at 17:00 hours. Local time**

**The Permanent Secretary –Development Planning and Administration  
Attn: The National Project Coordinator – Zambia Integrated Forest Landscape Project  
Ministry of National Development Planning  
Corner of John Mbita and Nationalist  
Ridgeway, Lusaka  
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LUSAKA**